

C.1 PURPOSE

The purpose of this TO is to provide mission support services (MSS) to support the Joint Improvised-Threat Defeat Organization (JIDO). The contractor shall provide subject matter expertise on a multitude of cross-cutting support functions and activities to assist the Government in providing human resource management (including civilian and military), physical infrastructure, security, logistics, financial and budgeting, contract management and acquisition support, public affairs and event planning, and executive leadership assistance.

C.2 BACKGROUND

The Joint Improvised Explosive Device Defeat Organization (JIEDDO) was established in 2006 as a Deputy Secretary of Defense (DSD) directed initiative with the mission to rapidly provide solutions to defeat the enemy's improvised threat campaign and save the lives of service members deployed fighting insurgent networks that employ improvised threats as a strategic weapon of choice. On March 11, 2015, the DSD directed the establishment of JIEDDO as a Defense Agency, designated JIEDDO as a Combat Support Agency (CSA), and directed that it be aligned under the Under Secretary of Defense for Acquisition, Technology, and Logistics (USD (AT&L)). On April 30, 2015, the DSD approved an USD (AT&L) request to rename JIEDDO as the Joint Improvised-Threat Defeat Agency (JIDA). JIDA Initial Operational Capability (IOC) occurred October 2015. Subsequently in accordance with fiscal year (FY) 2016 National Defense Authorization Act (NDAA) language, JIDA was directed to realign to an existing CSA and began coordination efforts to align with the Defense Threat Reduction Agency (DTRA).

A formal decision on the JIDA alignment under DTRA as a single joint organization was made by the Secretary of Defense, in part, through a FY 2017 Resource Management Decision in support of the Presidential Budget submission. This document implements the DSD-directed renaming and organizational realignment of JIDA from the Army to USD (AT&L), renames the organization the Joint Improvised-Threat Defeat Organization (JIDO), and approves the request from the USD (AT&L) to transfer all current JIDA resources from the Services to the JIDO under the DTRA to ensure the Department proceeds on the most effective course for realigning a single, accountable entity. On 1 October 2016, JIDA officially transitioned to become part of DTRA and is now known as JIDO.

Historically, JIEDDO services support contracts were independently created and implemented by the three organizational entities listed below.

1. Former Counter-IED Operations/Intelligence Integration Center (COIC) employed an enterprise strategy entitled "Capstone" supported by GSA FEDSIM Assisted Acquisition Services (AAS).
2. JIEDDO Center of Excellence (JCoE).
3. JIEDDO Contracts Division (CD) solicited and awarded contracts as needed using both internal and external contract acquisition organizations.

In order to streamline and simplify the acquisition of contract support services, JIDA integrated these independent and uncoordinated contracting activities and artifacts into a new Enterprise Acquisition Strategy Initiative (EASI) consisting of six task orders. The overall objectives of the

EASI strategy, including this task order (TO), are to:

1. Meet current and evolving mission requirements,
2. Comply with acquisition laws, regulations, and policies, and,
3. Improve mission effectiveness, output, and organizational synergy.

C.3 SCOPE

The contractor shall perform work on-site at the Government's location at sites in the NCR. The contractor shall occasionally travel to Continental United States (CONUS) and Outside the Continental United States (OCONUS) locations. OCONUS travel is dependent on the current JIDO operating environment.

In close coordination with the Government the contractor shall support the JIDO mission by providing subject matter expertise not readily available in the Government. This expertise will allow Government personnel to focus on JIDO's core mission of defeating improvised threats while contractor support personnel process, draft for government approval, and update the documentation needed to keep those core functions running smoothly.

Staffing in support of this TO shall be phased in over the period of performance (PoP) as existing legacy contracts/TOs expire or as world events drive the need for additional support. Staffing and transition flexibility is the key to successful implementation of the TO.

The requirements under this TO shall not be used for the performance of inherently governmental functions. The contractor is not authorized, per FAR 7.5, to perform any functions considered inherently governmental.

The TO is for non-personal services. Considering its scope, the execution of this TO requires special considerations regarding Organizational Conflicts of Interest (OCIs). The contractor shall develop and maintain as needed an OCI Mitigation Plan that fully outlines any actual, potential, or perceived OCIs, as well as all strategies to mitigate, avoid, and overcome those OCIs. The successful awardee will not be permitted to participate in any other JIDO contract/TOs as a prime or as a subcontractor.

The TO is a Performance-Based Services Acquisition (PBSA). Each Task area in Section C.4 identifies the Government's desired outcomes. The contractor performance objectives, standards, and methods of measurement for this TO are provided by task in the Performance Requirements Summary (PRS) (see **Section J, Attachment J**).

Desired Outcome: JIDO has the necessary mission support subject matter expertise to set the foundation for future mission critical activities and acquisitions to ensure that highly trained and experienced program management and Subject Matter Expert SME personnel stand ready to properly plan and implement strategies and plans to meet JIDO's growing mission requirements.

C.4 TASKS

The following describes the services required for each Task. The contractor shall provide products and services in a timely and cost effective manner. **See Section J, Attachment S** for an historical estimate of the work by Task. The following tasks in support of this TO are detailed below:

1. Task 1 – Provide Project Management
2. Task 2 – Provide Transition Support
3. Task 3 – Provide Acquisition and Business Operations Support
4. Task 4 – Provide Resource Management Support
5. Task 5 – Provide Security Assurance Support Services
6. Task 6 – Provide Organizational Effectiveness Support Services
7. Task 7 – Provide Facilities Management Support
8. Task 8 – Provide Logistics and Property Management Support (Optional)
9. Task 9 – Provide Human Resources (HR) Management Support (Optional)
10. Task 10 – Provide Event and Communication Management Support
11. Task 11 – Provide Operations Support to JIDO J3
12. Task 12 – Provide Systems Engineering and Technical Assistance to J6
13. Task 13 – Provide Acquisition and Program Management Support to J8
14. Task 14 – Provide Mission-Based Research and Analytical Assistance
15. Task 15 – Provide JIDO Wide Process Improvement Support
16. Task 16 – Additional As-Needed Support (Optional)

C.4.1 TASK 1 – PROVIDE PROGRAM MANAGEMENT

Desired Outcome: The contractor achieves the Desired Outcomes of this TO and delivers performance within cost and schedule constraints.

The contractor shall provide all necessary program management support and contractor personnel resources necessary for the support of this TO. This includes the management and oversight of all activities performed by contractor personnel, including subcontractors, to satisfy the requirements identified in this TO.

The contractor shall provide a Task Order Project Manager (TOPM) to serve as the primary interface and point of contact with the Contracting Officer Representative (COR) and the Technical Point of Contact (TPOC). The contractor TOPM shall be responsible for managing and overseeing the activities of all contractor personnel as well as subcontractor efforts used in the performance of this effort and contained in this TO.

The contractor shall institute and maintain management and quality processes and methodologies that ensure that the performance is obtained within cost and schedule constraints of the TO. Should the contractor encounter any technical, financial, personnel, or general managerial problems throughout the contract period of performance, the contractor shall immediately contact the COR and TPOC.

C.4.1.1 SUBTASK 1.1 – CONTRACTOR MANPOWER REPORTING

The contractor shall report ALL contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract for the Department of the Army via a secure data collection site. The contractor is required to completely fill in all required data fields using the following web address: <http://www.ecmra.mil/>

Reporting inputs will be for the labor executed during the period of performance during each Government fiscal year (FY), which runs October 1 through September 30. While inputs may be reported any time during the FY, all data shall be reported no later than October 31 of each calendar year, beginning with 2013.

Contractors may use Extensible Markup Language (XML) data transfer to the database server or fill in the fields on the website. The XML direct transfer is a format for transferring files from a contractor's systems to the secure web site without the need for separate data entries for each required data element at the website. The specific formats for the XML direct transfer may be downloaded from the web.

C.4.1.2 SUBTASK 1.2 – COORDINATE THE KICK-OFF MEETING

At the Contracting Officer's direction the contractor shall assist in scheduling and coordinating a TO Kick-Off Meeting within five (5) business days after the award of the TO at a location approved by the Government. The meeting shall include the following topics and will provide the opportunity to discuss the contract and other programmatic topics such as technical, management, contractual, and security issues, as well as, travel authorization and reporting procedures. At a minimum, the attendees shall include contractor key personnel, technical point of contact representatives from the JIDO, other key Government personnel, the TPOC and the COR. The contractor shall coordinate with the Contracting Officer to provide a TO Kick off Agenda and presentation slides (**See Section F.3, Deliverable 02**) for a presentation that will include the following:

1. Introduction of team members and capabilities
2. Overview of TO scope, schedule, and deliverables
3. Security requirements/access procedures
4. Invoice procedures
5. Points of contact
6. Other logistics issues
7. Additional issues or concerns

The Government will provide the contractor with the number of participants for the kick off meeting (**See Section F.3, Deliverable 03**) and the contractor shall provide sufficient copies of the presentation for all present.

C.4.1.3 SUBTASK 1.3 – PROVIDE TRIP REPORTS

The contractor shall follow JIDO travel approval procedures. All travel is to be approved in advance by the COR. The contractor shall submit Trip Reports (**See Section F.3, Deliverable 04**) after completion of a trip for all authorized travel. The Trip Report shall include the following information:

1. Names of personnel who traveled
2. Dates of travel
3. Destination(s)
4. Purpose of Trip; (be specific – why, purpose, outcome/next recommended actions)
5. Actual Trip Costs
6. Approval Authority (Copy of the document authorizing travel by Government official)

7. Summary of events

The contractor shall reconcile the Trip Reports with each invoice such that they can be matched month by month.

C.4.1.4 SUBTASK 1.4 – PROVIDE MONTHLY STATUS REPORT (MSR)

The contractor shall deliver a Monthly Status Report (MSR) (See Section F.3, Deliverable 06) via electronic mail to the COR and TPOC. The MSR shall provide the following information at a minimum:

1. Work accomplished during the reporting period, including specific discussions of each of the goals and objectives projected for the reporting period in the previous monthly status report.
2. Travel costs previously projected for the month, actual travel costs for the month, planned travel costs for the following month, and referenced Trip Reports for travel completed during the reporting period.
3. Total number of standard hours worked, the number of hours worked by task, the number of hours worked beyond a forty hour work week, overtime costs for the month, and a copy of the overtime authorization by the COR
4. Cost Performance Reports
5. Cost Funds Status Report
6. Program issues, risks and mitigation plans
7. Work (goals and objectives) projected for the next reporting period
8. A personnel roster of individuals required for performance of the TO, whether each is a Full Time Equivalent (FTE) or a fraction of an FTE, and whether each requires physical access to the JIDO facility.
9. List of deliverables provided (identify by title, deliverable number, date of approval and network location). If classified deliverable, the contractor shall develop a numbering/identification scheme.

C.4.1.5 SUBTASK 1.5 – PROVIDE INTEGRATED PROGRAM REVIEWS (IPR)

The contractor shall provide TO status during JIDO's monthly Integrated Program Review (IPR) (See Section F.3, Deliverable 07), to the COR, TPOC, and other identified Government stakeholders. The contractor shall provide briefings to describe specific initiatives, both ongoing and completed, throughout the period of performance and the financial status of the TO.

C.4.1.6 SUBTASK 1.6 – PARTICIPATE IN TECHNICAL MEETINGS

The contractor shall participate in technical working groups, interchange meetings, program management reviews, and support technical requirements review meetings throughout the period of performance. The contractor shall also develop Briefing/Presentation Materials, Reports, and Plans (See Section F.3, Deliverable 08) to communicate contract status and issues to JIDO and other stakeholders as appropriate.

C.4.1.7 SUBTASK 1.7 – PREPARE PROJECT MANAGEMENT PLAN (PMP)

The contractor shall prepare and update a Project Management Plan (PMP). This plan shall be

submitted to the TPOC and COR for review and approval (**See Section F.3, Deliverable 09**). The PMP shall be updated as needed and include the following information:

1. Change log
2. The technical and management approach
3. Standards followed
4. The contractor shall provide an Integrated Master Schedule (IMS)
5. Overall work breakdown structure (WBS) and associated responsibilities and partnerships between Government organizations
6. The contractor's Quality Control Plan (QCP)
7. The contractor shall provide an OCI Mitigation Plan (Section H.6.1.1.2) to be updated as needed.

C.4.1.8 SUBTASK 1.8 – PREPARE TECHNICAL REPORTS

The contractor shall prepare Technical Reports (**See Section F.3, Deliverable 10**) as requested by the TPOC or COR related to issues generated during the performance of the requirements of the contract. The reports will be reviewed by the TPOC and/or COR and comments will be provided within seven (7) business days. The contractor shall resolve the comments to the satisfaction of the Government within five (5) business days and produce updated technical reports. The contractor shall prepare and submit for review and approval to the Government point of contact, a final technical report at the completion of specific tasks summarizing the work accomplished and the results achieved.

C.4.1.9 SUBTASK 1.9 – CONDUCT PROJECT MANAGEMENT MEETINGS

The contractor shall schedule and conduct TO-related Meetings (**See Section F.3, Deliverable 11**) In Accordance With (IAW) with the PMP.

C.4.1.10 SUBTASK 1.10 – PROVIDE PROJECT BRIEFINGS

The contractor shall provide Project Briefings on technical and management issues related to the requirements of the TO, to the TPOC, COR, and others as needed and as approved by the TPOC or COR.

C.4.1.11 SUBTASK 1.11 – ASSIST JIDO TRANSITION TO DEFENSE THREAT REDUCTION AGENCY (DTRA)

The contractor shall assist JIDO transition with tasks related to the tasks below to the Defense Threat Reduction Agency (DTRA) in accordance with the Government provided Transition Plan. This includes preparing written material for JIDO approval, supporting and participating in meetings between JIDO and DTRA, identifying opportunities for interagency cooperation, teaming, integration, and recommending changes to operating procedures.

C.4.1.12 SUBTASK 1.12 – IMPROVE TASK ORDER EFFICIENCIES AND EFFECTIVENESS

The contractor shall provide continuous process improvement with the objective of reducing costs while improving quality and mission effectiveness. Efficiencies that are accompanied with

demonstrated quality improvements will be rewarded in accordance with the Award Fee Determination Plan (AFDP).

The contractor shall identify and propose discrete innovation projects (IPs) for Government approval. Proposed IPs are not restricted to this task order but can potentially be applied across the JIDO Enterprise. Each IP shall include the following information as a minimum:

1. Estimated cost savings or cost avoidance,
2. Expected and measurable improvements to quality or mission effectiveness,
3. Time line for implementation
4. Government provided material, information, assistance, and funding (if needed).

For each Government approved IP, the contractor shall prepare and submit a detailed Plan of Action and Milestones (POA&M) within 30 calendar days (**See Section F.3, Deliverable 12**). The Government will prioritize the IPs and authorize a start date for each. The contractor shall track and report estimated and actual/realized cost savings or cost avoidance as well as realized quality and mission effectiveness changes (positive or negative) for each Government-approved IP.

C.4.2 TASK 2 – PROVIDE TRANSITION SUPPORT

Desired Outcomes: JIDO support is sustained in a controlled and deliberate manner throughout transition with no degradation in capabilities. Transition shall begin immediately at time of Task Order award and/or minimally 30 days before the dates indicated in Table 1 for those tasks that migrate from legacy contracts after Task Order award. Transition Out is planned and managed effectively. The contractor shall achieve the desired outcomes of this task.

IOC is defined as follows:

1. All required staffing to accomplish transition activities are in place.
2. The initial baseline Time Phased Labor Mix (TPLM), as specified in subtask 2.1, has been submitted to the Government and required staffing in-processing activities are in progress.
3. Coordination efforts are established and synchronized with legacy contractors for their transition out activities (facilitated by Government).
4. Contractor is in full control of transition activities and required JIDO support is being effectively managed.
5. For Tasks starting concurrently with Task Order award, IOC is achieved when items 1 through 4 above have been accomplished, but no later than two weeks after Task Order award.
6. For Tasks starting after Task Order award, IOC is achieved 30 days (CONUS-based tasks as applicable), or 45 days (OCONUS-based tasks as applicable) before the FOC dates in Table 1.

FOC is defined as follows:

1. All tasks are fully staffed with fully qualified and trained personnel.
2. Contractor assumes full responsibility for management of all TO requirements.
3. All TO performance measures are in force and enforced.
4. No further support is required from the outgoing contracts.
5. FOC is achieved on the dates as indicated in Table 1.

Task order staffing shall be phased in over time as existing legacy contracts expire or as world events drive the need for optional as needed surge support. Staffing and transition flexibility is the key to successful implementation of this task order. The contractor shall ensure a smooth and orderly transition-in to establish required support, and the contractor shall ensure all knowledge, data, material, and information developed by or provided to the contractor is transitioned and delivered to the Government by the end of the contract period. Historical staffing levels are provided for reference in **Section J, Attachment S**.

C.4.2.1 SUBTASK 2.1 – PROVIDE TRANSITION-IN SUPPORT

The contractor shall ensure a smooth transition of support services with no degradation in capabilities during transition. Transition shall begin immediately at time of Task Order award and/or minimally 30 days before the dates indicated in Table 1 for those tasks that migrate from legacy contracts after Task Order award. The contractor shall plan for all contingencies from gradual to immediate staffing. NOTE: FOC dates in Table 1 are legacy contract expiration dates. The Government reserves the right to accelerate FOC dates to meet evolving operational needs with 60 days advanced notice.

The contractor shall prepare a Transition-In Plan and Time-Phased Labor Mix (TPLM) (**See Section F.3, Deliverable 13**) for Government approval within seven (7) calendar days of project start date. The Transition-In Plan shall include measurable milestones and decision gates (with entrance and exit criteria) for Government review at weekly Operational Readiness Reviews (ORRs). The TPLM shall identify all personnel and positions to transition to the TO, when they transfer, and their role. The Government will review and accept this TPLM as the initial baseline. Within one week after Government acceptance of the baseline TPLM, the contractor shall ensure that the JIDO Joint Manning Document (JMD) is updated to reflect this baseline without errors (including false positives and false negatives). The contractor shall not invoice before personnel are entered in the JMD. Changes to the JMD must be approved by the JIDO TPOC.

Table 1. Full Operational Capability (FOC) Dates	
Task	FOC Date
Task 1 - Program Management	Project Start + 30 Days
Task 2 – Provide Transition Support	Project Start + 30 Days or + 30 days after future task start dates shown in this table
Task 3 – Acquisition and Business Operations Support	Project Start + 30 Days
Task 4 – Resource Management Support	Project Start + 30 Days
Task 5 – Security Assurance Support Services	Project Start + 30 Days

Task 6 – Organizational Effectiveness Support	Project Start + 30 Days
Task 7 - Facilities Management Support	Project Start + 30 Days
Task 8 - Logistics and Property Management Support (Optional)	As Directed
Task 9 – Human Resources Management Support (Optional)	As Directed
Task 10 – Event and Communications Management	Project Start + 30 Days
Task 11 - J3 Operations Support	1/10/2017 *
Task 12 - J6 Systems Engineering and Technical Assistance	02/23/2017 *
Task 13 - J8 Acquisition and Program Management Support	Project Start + 30 Days
Task 14 – Mission-Based Research and Analytical Assistance	03/22/2017 *
Task 15 - Process Improvement Support	Project Start + 30 Days
Task 16 – Additional As Needed Support (Optional)	As Directed
Note: * Indicates an estimated start date	

C.4.2.2 SUBTASK 2.2 – PROVIDE TRANSITION-OUT SUPPORT

The contractor shall develop a Transition-out Plan (**See Section F.3, Deliverable 14**) for transitioning and delivering all material and information from this TO to the Government. The plan shall identify all Government Furnished and contractor Furnished Material (GFM/CFM) as well as information and material developed during the TO that was used in the execution of this TO. A draft plan shall be submitted for Government approval 120 calendar days prior to the end of the TO base period. Upon incorporation of comments and Government acceptance, the contractor shall follow the plan to transfer all material, information, and rights thereto to the Government.

The contractor shall facilitate and conduct transition-out activities. The contractor shall prepare a final Technical Report (**See Section F.3, Deliverable 10**) documenting the status of all ongoing efforts and projects, including a Smart Book/Turnover Binder containing copies of all plans, policies, procedures, points of contact, and other information required by the Government. A draft of the Technical Report is due NLT 120 calendar days prior to the end of the initial period of performance (Base Period) and an update NLT 120 days prior to the end of each Option Year. A transition out shall ensure no disruption to the contractor provided support to vital Government business. The contractor shall provide full cooperation to providing necessary operational knowledge transfer to the in-coming contractor. All documentation must be provided to Government personnel. Transition out shall include the following types of services:

1. Project management processes
2. Points of contact
3. Location of technical and project management documentation
4. Status of ongoing technical initiatives
5. Contractor to contractor coordination with Government oversight to ensure a seamless transition
6. Transition of key personnel functions and information
7. Identify schedules and milestones
8. Identify actions required of the Government
9. Establish and maintain effective communication with the incoming contractor/Government personnel for the period of the transition via weekly status meetings

C.4.3 TASK 3 – PROVIDE ACQUISITION AND BUSINESS OPERATIONS SUPPORT

Desired Outcome: JIDO Service Contracts are solicited, awarded, administered (cost, schedule and performance), and closed out to meet JIDO mission needs while maintaining compliance with law, regulations, policy, and guidance.

Historically, JIEDDO services support contracts were independently created and implemented by three organizational entities. The former Counter-IED Operations/Intelligence Integration Center (COIC) employed an enterprise strategy entitled “Capstone” using GSA FEDSIM Assisted Acquisition Services (AAS). The JIEDDO Center of Excellence (JCoE) and JIEDDO Contracts Division (CD) solicited and awarded contracts as needed using both internal and external contract acquisition organizations. In order to streamline and simplify the acquisition of contract support services, JIDO integrated these independent and uncoordinated contracting activities and artifacts into a new Enterprise Acquisition Strategy Initiative (EASI). JIDO requires contractor support services to assist the Government by providing consulting support on all acquisition related activities.

C.4.3.1 SUBTASK 3.1 – PROVIDE ACQUISITION CONSULTING SUPPORT

The contractor shall provide expert acquisition and business operations support to JIDO. The contractor shall provide acquisition consulting support to assist the Government in managing all contracts that support JIDO. The contractor shall assist JIDO on drafting acquisition and contracting documentation required to successfully compete, award and execute multiple support contracts, through the use of organic contracts, the GSA Multiple Award Schedules (MAS) program, and other Government Wide Acquisition Contracts (GWAC) or Multi-Agency Contracts (MAC). The contractor shall prepare preliminary documents that reflect technical and operational requirements for Government approval. JIDO utilizes the Standard Procurement Desktop-Defense (PD2) system and various accounting systems used by JIDO resource managers including the General Fund Enterprise Business System (GFEBS) and the Comprehensive Cost and Requirement (CCaR) System. The contractor shall assist the Government in performing the below acquisition lifecycle support activities:

NOTE: All the below requirements are providing assistance to the Government. The Government will review all items provided and finalize.

1. Acquisition Planning Support. The contractor shall assist the JIDO in performing acquisition planning. The contractor shall assist in preparing acquisition strategy and

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plans, drafting a market research strategy and prepare market research inquiries, analyze market research results, and prepare market research reports. Market research shall include industry surveys for supplier information as well as surveying other Federal agencies for acquisition best practices.

2. Pre-award Support. The contractor shall assist with preparing pre-award documentation including Statements of Work (SOWs) and Performance Work Statements (PWSs), Independent Government Cost Estimates (IGCEs), PRS , results oriented performance measures and acceptable quality levels (AQLs) , Justifications and Approvals (J&As), Determination and Findings (D&Fs), Source Selection Plans, RFPs and RFQs, business clearances, and other pre-award documentation. The contractor shall support the CO as necessary during peer and management oversight reviews such as Contract Review Boards (CRBs).

The contractor shall provide preliminary documents that reflect technical and operational requirements for TPOC and COR approval. The contractor shall support JIDO by preparing proposed labor category descriptions that reflect specific duties that must be performed, skills required, clearance levels and years of experience in sufficient detail to accurately define procurement labor categories. The contractor shall support JIDO by drafting limited competition memos such as use of non-DoD contract vehicles, sole source justifications, and directed procurements. The contractor shall draft documents capable of supporting the full spectrum of contracting types.

The contractor shall adapt and utilize templates and forms successfully developed for other Federal Agencies as well as by JIDO or other contracting agencies to reinforce acquisition policies and facilitate preparation of procurement packages.

The contractor shall ensure the SOWs/PWSs, the Instruction to Offerors, the Evaluation Criteria, and the Source Selection Plan are all in alignment to minimize the risk of protest resulting from confusing or conflicting solicitations. The contractor shall support the Government source selection process and procedures that will result in the best value to the Government. The contractor shall suggest source selection tools (or no tool), for each source selection. The contractor shall support the development of source selection templates and forms, for Government approval, that will facilitate the evaluation process.

3. Evaluation Support. The contractor shall provide assistance in the proposal evaluation process by providing comparative analyses between the offers and the Government's IGCE to provide insight to Government evaluators. The contractor shall support compliance review of proposals to assist the Government in their determination in regards to if the proposal meets the minimum requirements specified for the procurement. The contractor shall also record deficiencies to assist the Government with evaluations.
4. Post-award Support. The contractor shall support the JIDO in the post-award contract phase by preparing monthly status updates and tracking the status of deliverables, funds expended to-date, and variance analyses intended to highlight any significant issues requiring Government action for all JIDO contracts.

The contractor shall assist the JIDO in reviewing and tracking all contract invoices, which are submitted in hard copy and through electronic means, including the use of wide area

work flow (WAWF). The contractor shall maintain an invoice record and track when invoices are expected, received, and paid.

5. Contract Closeout Support. The contractor shall assist JIDO in closing out contracts and TOs in accordance with FAR 4.804. The contractor shall assist the Government in developing a standardized closeout guide that makes the final closeout more efficient and productive. The guide shall include closeout procedures for normal contract closeouts as well as terminations. The contractor shall employ the Quick Closeout procedures in FAR 42.708 when appropriate to reduce administrative costs and to enable deobligation of excess funds.

C.4.3.2 SUBTASK 3.2 – PROVIDE JIDO ACQUISITION PLANNING, REPORTING AND TRAINING SUPPORT

The contractor shall assist the JIDO Contracting Division in building and maintaining a JIDO Acquisition Regulations Supplement (JARS). The JARS shall be a compendium of acquisition-related regulations originating from multiple disparate sources such as: policies and regulations that prescribe acquisition (e.g., Federal Acquisition Regulations (FAR) and Office of Federal Procurement Policy (OFPP) policies), policies and regulations that influence acquisition (e.g., Department of Labor and Small Business Administration policies), plus Government best practices gained through the contractor experience working in acquisition across multiple Federal agencies. The JARS will navigate conflicting policies and adopt best practices resulting in a clear and unambiguous policies, procedures, templates, and ‘How To’ guides for the JIDO acquisition community including the Contracting Division and the requirements organizations. The JARS will function as both a policy document as well as a ‘How To’ guide. The contractor shall build templates and forms that implement acquisition policies and facilitate the use of the acquisition system. The contractor shall maintain and update the JARS by continuously monitoring changes to the source documents and acquisition best practice media and forums. The contractor shall actively support external audits of the JARS and Contracting Division procedures and Procurement Management Reviews and shall promptly make adjustments to the JARS.

The contractor shall provide acquisition training as needed on JIDO processes and the JARS at the novice level and refresher training at the journeyman level. The training shall be modularized to enable the user to select the needed training without having to repeat areas of proficiency. The training materials shall be kept current as changes to policies or best practices are identified. The training shall consist of self-help capabilities and desk side and classroom instruction.

The contractor shall establish and maintain an up-to-date integrated contract file on all JIDO-sponsored acquisitions including the basic contract, all modifications, processed invoices, and other information deemed necessary to support an understanding of contract actions. Contract files shall be established and maintained in accordance with FAR Part 4.803.

C.4.3.3 SUBTASK 3.3 – PROVIDE BUSINESS OPERATIONS SUPPORT

The contractor shall assist JIDO in establishing and operating its first Contracting Cost Center (3C) concept for all service contracts sponsored and awarded by JIDO. The 3C will be JIDO’s one-stop-shop for current, historical, and trend information on all contractor technical, financial and schedule performance. The contractor shall perform the following duties to include, but not

limited to the following:

1. Survey internal JIDO organizations to identify requirements and needs.
2. Conduct market research among other DoD organizations to gather information on similar initiatives and functions.
3. Draft the 3C charter and rules of engagements for Government approval.
4. Draft JIDO policy, processes, procedures, and Battle Rhythm for 3C operation for Government approval.
5. Establish data collection requirements including information needed, rationale for collecting, frequency, and format.
6. Analyze data and information and draft status and trend reporting requirements and formats for Government approval.
7. Assist JIDO, as directed, in the daily operations and management of the 3C activities.
8. Update the above documents as directed by the Government to reflect lessons learned and best practices.

C.4.4 TASK 4 – PROVIDE RESOURCE MANAGEMENT SUPPORT

Desired Outcomes: Resource management meets JIDO mission needs while maintaining compliance with law, regulations, policy, and guidance.

The JIDO Comptroller is responsible for the financial management of JIDO that includes multiple funding sources (JIEDDF, Defense-wide Operations and Maintenance (O&M), Procurement, Research and Development (R&D), special Overseas Contingency Operations (OCO) appropriations, funding from other organizations, etc.). The JIDO Comptroller is responsible for budget execution of all these potential funding source types estimated at \$0.5 - \$1.5 billion/year. In addition, the JIDO Comptroller forecasts future programming requirements, obligations and plans the necessary budget execution actions to meet the agency's expenses. The contractor shall assist the JIDO in performing resource management support to include financial management, Planning, Programming, Budgeting and Execution (PPBE) support, Financial Improvement Audit Readiness (FIAR) program support, budget operations and funds execution, Comprehensive Cost and Requirements System (CCARS) support by following the guidelines within the DoD Comptroller Manuals and utilizing the General Fund Enterprise Business System (GFEBS). GFEBS is a web-based enterprise resource planning (ERP) system for the United States Army.

JIDO currently uses two financial systems and will start using a third starting in FY 2017, specifically.

1. Comprehensive Cost and Requirements System (CCsRS) is a proprietary enterprise program and financial management system that delivers real-time program information to government decision makers. Long standing JIDO plans are to migrate data and information off the proprietary CCaRS and onto a non-proprietary or Government-owned financial management system approved by the JIDO Chief Information Officer (CIO).
2. General Fund Enterprise Business System (GFEBS) is a web-based enterprise resource planning (ERP) system for the United States Army. JIDO started using GFEBS in 2012 and will continue to use until JIDO aligns under DTRA in FY 2017.
3. Defense Agencies Initiative (DAI) system is currently used by the Defense Threat

Reduction Agency (DTRA). JIDO will start using DAI in FY 2017 when JIDO becomes aligned under DTRA. DoD developed DAI as a single enterprise resource planning system for Defense agencies. DAI's primary objective is to achieve an auditable, Chief Financial Officers Act-compliant system environment that facilitates accurate and timely financial data. DoD's goals for deploying DAI are to replace numerous legacy accounting and other systems, modernize financial management capabilities, eliminate material weaknesses, and achieve financial statement auditability.

The contractor shall assist the JIDO by providing financial management support to the JIDO lifecycle resource management in accordance with the Department of Defense Financial Management Regulation (DoDFMR) DoD 7000.14-R:

C.4.4.1 SUBTASK 4.1 – PROVIDE FINANCIAL MANAGEMENT SUPPORT

The contractor shall assist the Government by providing financial management services to support the JIDO's war-fighting and peace mission. The contractor shall assist the Government in providing the following financial management support services:

1. Process financial transactions for Government approval. The contractor shall perform follow-up actions on commitments, outstanding obligations, and certified vouchers.
2. Record, reconcile, and verify entries into automated systems based on accounting documents. The contractor shall maintain records for appropriated funds. The contractor shall prepare schedules and financial reports for Government approval.
3. Coordinate with JIDO and prepare and process funding documents for Government approval. The contractor shall monitor execution of related Military Interdepartmental Purchase Requests (MIPRs) to ensure leadership is aware of funding issues that may negatively impact initiatives and programs.
4. Prepare customized financial reports for JIDO, review financial data for accuracy, and resolve discrepancies in conjunction with Government approval.
5. Analyze accounting reports and financial data to identify trends for evaluating effectiveness and efficiency of activities. The contractor shall routine prepare inputs to the budget process based upon projected funding requirements. The contractor shall prepare budget documentation and execution reports for Government review and approval.
6. Draft written financial policies for Government review and approval. The contractor shall implement the policies once approved by the Government.
7. Analyze and recommend improvements to JIDO's financial management processes.
8. Assist with drafting process and procedures for JIDO spend plan execution analysis.
9. Assist with analysis and improvement of JIDO President's Budget Justification and Budget Submission materials.
10. Support JIDO presentations for budget/Program Objective Memorandum (POM) briefings to DoD agencies and Congress.

C.4.4.2 SUBTASK 4.2 – SUPPORT JIDO PLANNING, PROGRAMMING, BUDGETING AND EXECUTION (PPBE) PROCESSES AND INTERFACES WITH DOD

The contractor shall assist JIDO in supporting evolving JIDO internal financial activities and facilitate external integration as necessary to meet the requirements from a supplemental appropriation funded to a base-funded organization. This transition will require updated approaches, plans, processes and procedures to ensure JIDO's full integration with the DoD PPBE processes, boards, and supporting information technology system. The contractor shall assist with the integration of JIDO with the DoD Programming and Budgeting processes. The contractor shall assist JIDO in performing the following financial activities related to the PPBE process:

1. Programming: Assist and draft processes to meet the needs of the cyclical and ad-hoc demands of the DoD POM cycle. The contractor shall assist in the establishment of a permanent JIDO funding and manpower resource line. The contractor shall assist JIDO in developing processes for valid program requirements and funding estimates and develop procedures to accurately prepare materials to justify JIDO resource requests.
2. Budgeting: Perform analysis support and draft processes to build the JIDO budget.
3. DoD Budget Estimate Submission (BES) and President's Budget (PB): Perform historical and current program and portfolio analysis and reporting functions to support JIDO Comptroller interactions with Office of the Secretary of Defense (OSD), Office of Management and Budget (OMB), and Congress. The contractor shall support JIDO input and responses to the Resource Management Decision (RMD) processes.
4. Execution Analysis and Reporting: Perform analysis and decision support regarding current and past year budget execution to assist future programming and budgeting. The contractor shall perform analysis and process improvement recommendations to support current budget resource management decision making. The contractor shall assist in the development and use of reporting processes and tools to meet the needs of cyclical and ad hoc submissions. The contractor shall perform advisory assistance in the design and implementation of annual and monthly budget execution review boards along with supporting processes and tools. The contractor shall assist with policy and guidance development.
5. PPBE Coordination and Advisory Support: Assist and integrate all components of the PPBE cycle at JIDO. The contractor shall provide assistance with establishing and executing processes and procedures to JIDO Comptroller in coordinating across JIDO and with DoD stakeholders to draft strategies, perform analysis and build required reports and data submissions as required to meet all DoD milestones and formats associated with a JIDO POM and JIDO BES submission.

C.4.4.3 SUBTASK 4.3 – SUPPORT JIDO'S FIAR FINANCIAL IMPROVEMENT AUDIT READINESS (FIAR) PROGRAM

The FIAR Program focuses on improving processes, controls, and systems supporting financial information most often used by DoD decision makers to ensure it is accurate, reliable, and relevant and ready to be audited. The FIAR Program's goal is to obtain auditable financial statements. The FIAR Program provides the strategy and standard methodology, as well as the step-by-step approach for discovery and evaluation; documenting, testing, and strengthening controls; and

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achieving an audit ready systems environment. The contractor shall provide the below quality assurance in support of JIDO's FIAR program to include, but not limited to the following:

1. Analyze JIDO processes and other JIDO process improvement efforts and provide recommendations to the JIDO Comptroller.
2. Analyze business processes and practices and draft recommendations for improvement to ensure the JIDO Comptroller is prepared to successfully perform financial transactions. The contractor shall follow resource management procedures under new and evolving conditions associated with GFEBS, DAI, and the DoD PPBE process.
3. Assist with the development and execution of testing procedures to continually verify Comptroller operational effectiveness, compliance with laws and regulations and accurate financial reporting.
4. Assist in refining JIDO Comptroller performance measures.
5. Assess quality assurance procedures, metrics and reporting capabilities to provide visibility to JIDO Comptroller leadership where underlying weaknesses might exist. The contractor shall provide recommendations on corrective actions.
6. Assess JIDO Comptroller's internal control environment and current business processes. The contractor shall support documenting policies, procedures for FIAR financial management processes.
7. Draft metric testing parameters, schedule and SOP.
8. Continually monitor and update process documentation, SOP's and JIDO Comptroller policies. When required, work to design and/or enhance business processes and documentation. Update Comptroller interactive SOPs with recommended changes.
9. Coordinate with other JIDO divisions and other DoD agencies as required to obtain needed information and support responses for external testing and documentation. The contractor shall coordinate and integrate audit readiness.
10. Continually monitor business practices and advise JIDO Comptroller leadership on effective ways to enhance procedures and the internal control environment.
11. Implement key activities as dictated in Army and DoD FIAR Guidance such as: document processes, systems and data; define and prioritize processes into assessable units; identify risks, testing and financial reporting objectives, and control activities.
12. Provide FIAR program training to JIDO personnel as required.

C.4.4.4 SUBTASK 4.4 – PROVIDE BUDGET OPERATIONS AND FUNDS EXECUTION SUPPORT

The contractor shall assist the Government by providing the following budget operations and funds execution support to include, but not limited to the following:

1. Information and support for routine budget operations.
2. Analysis support for execution and routine execution reports.
3. Utilizing GFEBS and DAI, provide routine daily, monthly, annual reports to support budget operations, POM and budget development.

4. Accounting analytical support to assist with working unliquidated obligations and unobligated commitments.
5. Assist with routine administrative duties regarding budget operations.

C.4.4.5 SUBTASK 4.5 – PROVIDE COMPREHENSIVE COST AND REQUIREMENTS SYSTEM (CCARS) SUPPORT

CCaRS is a proprietary program and financial management system that delivers real-time program information to government decision makers. JIDO currently uses CCaRS as a financial database. Long standing JIDO plans are to migrate data and information off the proprietary CCaRS and onto a non-proprietary or Government-owned financial management system approved by the JIDO Chief Information Officer (CIO). The contractor shall assist JIDO with the planning and executing of this migration. The following Subtasks shall remain in effect until the migration reaches Full Operational Capability (FOC).

C.4.4.5.1 SUBTASK 4.5.1 – PROVIDE CCARS FUNCTIONAL AND TECHNICAL SUPPORT

The contractor shall provide functional and technical support to the CCaR database, selected interfaces, and ensure the database is properly tailored and configured to support JIDO. The contractor shall be responsible for the administration, training, on-site functional and technical support, and off-site technical and custom programming support. The contractor shall provide subject matter expertise on the functionality and operation of the CCaR System database and the Government acquisition and financial management processes. The contractor shall provide the following database and functional on-site support to include, but not limited to the following:

1. Insertion of business process approval flows, budget definitions, business rules, user privileges, custom fields, and definable general data fields.
2. Populate CCaR user accounts, budget structures, custom field reporting, coordination workflows, system settings, etc.
3. Maintain user accounts and privileges.
4. Conduct user training on CCaR functionality to JIDO personnel as required.
5. Adjust CCaR system capability by tailoring, updating, and/or changing the database structure to support JIDO's business processes or other requirements.
6. Monitor the accuracy of the Government organization's data. In the event of data discrepancies, the contractor shall coordinate and resolve the data discrepancies with the appropriate Government personnel.

C.4.4.5.2 SUBTASK 4.5.2 – PROVIDE EXECUTIVE CCAR FUNCTIONAL AND TECHNICAL SUPPORT

Executive CCaR is an enterprise dashboard solution that presents real-time acquisition programmatic, budget and execution information to decision makers. Executive CCaR provides a high-level summary dashboard of a program's health and status of an acquisition program. The contractor shall provide the following executive CCaRs functional and technical on-site subject matter expertise and support to include, but not limited to the following:

1. Conduct user training on Executive CCaR functionality to JIDO personnel as required.
2. Adjust Executive CCaR system capability by tailoring, updating, and/or changing the database structure to reflect JIDO's most up-to-date business processes, procedures or requirements.
3. Monitor the accuracy of the JIDO's CCaRs data. In the event of data discrepancies, the contractor shall coordinate and resolve discrepancies and recommend solutions with the appropriate JIDO Government personnel.

C.4.4.5.3 SUBTASK 4.5.3 – PROVIDE SYNCHRONIZATION SUPPORT BETWEEN CCARS, GFEBS, DAI, AND OTHER FINANCIAL SYSTEMS

The contractor shall synchronize CCaRs data and information to work seamlessly with other JIDO information systems to include Action Tracker, GFEBS, JEMS/Checkpoint, DAI, Program Budget Allocation System (PBAS), Standard Procurement Desktop-Defense (PD2), and other Defense Finance and Accounting Systems (DFAS) systems.

C.4.5 TASK 5 – PROVIDE SECURITY ASSURANCE SUPPORT SERVICES

Desired Outcomes: JIDO is a secure and protected work environment with minimal Government intervention in order for the JIDO and related workforce to focus on the JIDO mission without unnecessary security infrastructure distractions.

This Task provides for security assurance support services for personnel security, physical security, and secure locks. This security support is in addition to security support provided by the Pentagon Force Protection Agency (PFPA). JIDO security poses special challenges. Most of JIDO's operations are performed in Secure Compartmented Information Facilities (SCIFs) by Government civilian, military and contractor personnel cleared up to Top Secret (TS)/ Sensitive Compartmented Information (SCI). In addition, JIDO facilities house personnel from other Federal agencies and coalition partners from allied nations that are segregated from other work spaces due to need-to-know authorities. Because of its worldwide mission, the main JIDO facility never closes. Contractor support to Subtask 5.2 requires 24/7 support. The contractor shall work closely with JIDO and PFPA personnel in the performance of the specified Subtasks.

All work performed under this Task shall be in accordance with the regulatory guidance, rules and regulations identified in Section H.4.

C.4.5.1 SUBTASK 5.1 – PROVIDE PERSONNEL SECURITY SERVICES

The contractor shall support the JIDO in the oversight, management, and implementation of the facility security program in accordance with national security policies; to include the interpretation and facilitation of Integration Center (IC) Directives, their amplifying regulations, and local security policies.

The contractor shall provide recommendations to the JIDO with respect to ensuring compliance with Government security regulations by incorporating technical and physical security requirements into all aspects of design, construction, modification, and accreditation of a secure facility within a multi-client environment.

The contractor shall ensure all Personnel Security requirements are met for access to classified

information and information systems. The contractor shall ensure the life-cycle process for resident personnel clearances are accomplished in accordance with Director of Central Intelligence Directive (DCID) 6/4 and the M-1. This includes conducting and tracking to completion Initial, Special and Termination briefings.

The contractor shall support the JIDO visitor control. Visitor control support includes, but is not limited to:

1. Expedite visitor clearance processing.
2. Database and report facilitation.
3. Ensure the currency of all incoming/outgoing visit requests.
4. Validate all clearance/access of visit requests processed.
5. Greet and badge visitors.
6. Process and maintain database of incoming and outgoing visit requests.
7. Monitor and control incoming and outgoing U.S. government property, electronic items, and other items requiring special controls within the JIDO.
8. Issue and account for all JIDO badges.
9. Maintain records in accordance with DoD requirements.
10. Provide escort support throughout the JIDO facility as required.
11. Conduct end-of-day security checks.
12. Execute Mass Notification System emergency alerts when identified by the Government.

The contractor shall maintain and archive historical records for all personnel security processing actions in accordance with JIDO approved procedures.

The contractor shall maintain and track the status of all personnel clearance actions for the facility.

The contractor shall assist the Government in executing and modifying as necessary to comply with best practices to the Information Security Program for the JIDO facility. The contractor shall assist the Government in supporting the maintenance and execution of information security (INFOSEC) procedures for the handling, marking, storage and disposition of classified material generated within the facility

The contractor shall assist the Government in executing and modifying as necessary to comply with best practices to the Security Awareness Program for wide area dissemination to all applicable JIDO residents and visitors.

C.4.5.2 SUBTASK 5.2 – PROVIDE PHYSICAL SECURITY SERVICES

This subtask provides physical security services including guards, alarms, sensors, building access control, force protection, emergency response, locksmith services, key control, and safe management.

The contractor shall provide physical security support services at JIDO's HQ's facility located in Reston, VA 24 hours per day, seven days per week, and 365 days per year (24x7x365). JIDO's main Headquarters facility is a two-story, approximately 86,500 square foot (gross) facility that has a single, controlled-entry point with secondary access/exits throughout the facility. The

facility supports approximately 1200 occupants and historically 50 visitors including uncleared personnel per day.

Physical security support services include perimeter surveillance, alarm monitoring, visitor control/reception, and incident reporting. The contractor shall maintain the physical security on all interfaces to the facility including data, communications, power, gas, water, and sewer. The contractor shall perform physical security support that provide a daily deterrent against unauthorized, illegal, or potentially life-threatening activities directed toward JIDO personnel, visitors, information, programs, and property. The contractor shall provide ongoing physical security support services to escort facilities operations and maintenance vendors and other uncleared visitors onsite throughout the facility.

The contractor shall operate and maintain the existing Electronic Systems Security (ESS) system. The ESS consists of multiple systems for alarms, intrusion detection, alarm annunciators, sensors and closed circuit television cameras and recording equipment. The contractor shall provide ESS system administration and maintenance management. The contractor shall independently operate, inspect, diagnose and perform minor repair for system problems and taking immediate actions to resolve system malfunctions. The contractor shall provide subject matter expertise on all hardware and software operating systems to include maintenance of all systems, linked sensors and system configuration from front-end systems to end-user devices. The contractor shall ensure all ESS maintenance and operation support services actions are in accordance with system commercial technical orders and manuals, DoD security policies and guidelines and any applicable JIDO operating instructions and Government regulations (see Section H.4).

The contractor shall provide uniformed guard services to control access to the JIDO facility and compartmented spaces, issue temporary visitor badges, monitor, operate and maintain surveillance systems and alarms, verify building and compartment space lock up, and physically monitor the security integrity of the building and compartmented spaces. The contractor shall maintain required security guard licensing with the State of Virginia. The contractor shall ensure guards' uniforms and accessories are in accordance with applicable regulations identified in Section H.4. The contractor shall provide the uniformed guard services to include, but not limited to the following:

1. Services listed in the Government's security plan
2. Personnel management plan.
3. The Personnel Management Plan shall identify how the contractor will comply with the identified 24/7/365 coverage and JIDO security requirements without any gaps in service.
4. Recommendations regarding security weaknesses and vulnerabilities.
5. Additional trained uniformed guard services as needed for special events
6. Maintenance of all required logs and logbooks.
7. Perform quarterly in service security training meetings for all JIDO personnel (including Government and contractor support).

In conjunction with Logistics functions identified in Task 8 of the PWS, the contractor shall enforce the Property Pass Program in which Government property and equipment (e.g., Government-owned laptops, thumb drives, cell phones, hand-held devices, cell phones) may leave

the facility only with the proper authorization and unauthorized property and equipment (e.g., personal computers, thumb drives, cell phones, hand-held devices, cameras and other recording devices) are prohibited. The contractor shall assist the Government in executing and updating the building Occupant Emergency Plan (OEP) (see **Section F.3, Deliverable 18**) program, entry and exit inspections, as well as fire drills and emergency evacuations.

C.4.5.3 SUBTASK 5.3 – PROVIDE SECURE LOCK SUPPORT SERVICES

The contractor shall provide secure lock support services at JIDO's Reston and Crystal City facilities. The contractor shall provide quality preventive maintenance and repairs on approximately 41 high security locks, and classified security containers that include, but not limited to LKM 7000 series locks with X-09, ciphers, or Simplex L1000 or 8100 series locks on certain doors. The contractor shall perform preventive maintenance on all doors and high security locks at least once every three months after TOA. The contractor shall perform lock repairs as needed on disabled, broken and/or failing high security locks as identified by the COR or the TPOC of the . Repairs may take place, in real time, when a problem is identified during the scheduled preventive maintenance visit or when scheduled with the COR or TPOC. The contractor shall be responsible for ensuring the accuracy, timeliness, and completion of all secure lock support service activities for JIDO's facility.

The contractor shall provide preventive maintenance on JIDO's high security locks which includes, but is not limited to the following support services: removal of lock back plates for inspecting; cleaning and/or lubricating using graphite grease of moving parts within the lock assembly; tightening of loose screws, re-coring, re-keying; and replacing worn items such as set pins, bushing, etc. in order to restore the quality functionality of the high security locks. The contractor shall service each high security door, lock and container on the schedule proposed by the contractor and approved by the COR and/or TPOC. Any approved schedule must not exceed 91 days between preventive maintenance services for each door. The contractor shall comply with the approved schedule.

The contractor shall provide on-call emergency repair services when notified by the COR or TPOC. The contractor shall respond within four work hours (per Section F.2.3) of notification (excluding weekends and holidays) of the service call. The contractor shall assess the damage/malfunction and provide a written and/or oral report to the COR for approval prior to proceeding with the repair or replace the equipment. All repairs shall be completed within eight work hours of notification unless there is a part that needs to be ordered. If a part needs to be ordered the contractor shall complete the repair within 48 hours of notification.

Historically, equipment failure resulting in emergency repair occurred twice per month.

The contractor shall perform services on all of the JIDO's high security locks and containers at JIDO's Reston and Crystal City facilities.

Over the TO PoP JIDO may continue to accrue more office space due to the increase of personnel required to sustain operations. As a result, additional preventive and corrective maintenance support on JIDO's high security locks and containers will be required.

C.4.5.4 SUBTASK 5.4 – DRAFT AND MAINTAIN JIDO’S OPERATIONS SECURITY (OPSEC) PLAN

The contractor shall maintain and update as necessary to comply with best practices, the JIDOPSEC Plan for control of critical program information, classified material, and sensitive data (see **Section F.3, Deliverable 19**). The JIDO OPSEC Plan, as updated, shall continue to conform to the requirements of AR 530-1 (Operations Security).

C.4.6 TASK 6 – PROVIDE ORGANIZATIONAL EFFECTIVENESS SUPPORT SERVICES

Desired Outcomes: JIDO organizational effectiveness and efficiency is enhanced through communications, planning, and improved intra-agency synergy.

The contractor shall assist the JIDO by providing organizational effectiveness support services. JIDO organizational effectiveness support services includes providing administrative management that broadly encompasses a variety of program support type functions including meeting support, resource tracking, correspondence, and administrative functions.

C.4.6.1 SUBTASK 6.1 – PROVIDE ADMINISTRATIVE MANAGEMENT SUPPORT

Currently, not all JIDO J-Directorates require administrative management support. The contractor shall perform the following administrative management in support of the organization units assigned:

1. Data collection, processing, and analysis in support of JIDO management systems (Action Tracker, etc.), including analyses of quantitative and qualitative survey data.
2. Manage flow of correspondence, classified and unclassified.
3. Produce, coordinate, and distribute of unclassified and classified documents.
4. Coordinate, distribute and maintain facsimile records. The contractor shall program and operate speed dial on fax machines; Maintain the calendar for senior management program officials. The contractor shall keep senior management and staff members informed of relevant organizational events.
5. Distribute and track JIDO’s action items to appropriate program and departmental elements.
6. Review, screen, control, maintain records, and coordinate responses on incoming correspondence.
7. Edit and produce final copy of formal correspondence, correspondence summaries, briefings, reports and a wide variety of other analytical, process flow, financial spreadsheets, narratives, tabular and statistical documents.
8. Review documents for official signature, coordination or concurrence, for accuracy and completeness, conformance with style, format, or procedural requirements and guidelines.
9. Establish and maintain office files and databases, including electronic data files architecture consistent with industry standard file storage/structure methodologies.
10. Assist in preparing interagency meeting or conferences and setting up teleconferences and videoconferences.

11. Coordinate training for J-Directorate personnel assigned.
12. Coordinate long distance travel J-Directorate staff personnel assigned.
13. Assist with official visitor arrangements.
14. Oversee all office administrative functions for J-Directorate assigned.
15. Draft as needed and maintain administrative procedures such as contact lists and shared calendars.
16. Perform writing, editorial and layout services, graphic design, high-resolution scanning, and all other steps necessary to provide digital “camera ready” output for brochures or other publications.
17. Interface with other support services including internal and external organizational POCs.
18. Support in processing Freedom of Information Act (FOIA) requests.
19. Support in responding to Inspector General (IG) reports.
20. Support legislative analysis, tracking and administrative support to facilitate the JIDO’s programmatic activities. The contractor shall review and edit transcripts, prepare various briefing materials and books, and develop reports and analytical tools to include side-by-side comparisons and summary documents.
21. Assist and facilitate program offices in the development of strategic plans, business plans, and long-term planning documents with activities including facilitating group meetings, meeting preparations, providing drafts of meeting minutes, road-mapping activities, and desktop publishing.

C.4.7 TASK 7 – PROVIDE FACILITIES MANAGEMENT SUPPORT

Desired Outcomes: A safe, productive, and secure workplace for JIDO is maintained with minimal Government intervention to enable maximum Government focus on the JIDO mission without unnecessary physical infrastructure distractions.

The contractor shall provide facilities management support to the approximately 86,500 square foot JIDO leased facility in Reston (HQ) and the contractor shall provide facilities management oversight support of operations, maintenance and repair functions for the approximately 15,000 square foot JIDO leased facility in the Crystal City area of Arlington, VA. JIDO is responsible for the O&M of the inside perimeters of the secured facilities. Facilities management support includes, but is not limited to providing custodial services, facility and equipment operation, maintenance and repair services, facility safety, space management, and service desk operations. The contractor shall ensure that the facilities planning process provides sufficient space, electrical power, electrical distribution, and heating and air conditioning at the Government site. All facilities management support shall be performed in accordance with the following Federal and DoD regulations: U.S. Army Corps of Engineers Safety and Health Requirements Manual EM-385-1-1 (particularly Appendix A), Public Law 91-596, Occupational Safety and Health Act NFPA, and Building Owners and Managers Association (BOMA) requirements. As part of the entire JIDO facilities portfolio management function within the NCR, the contractor’s facilities management oversight role of leased space in the Crystal City area will be in support of, and at the direction of, the Government for situational awareness for the facilities management support services provided by others outside of this TO.

The contractor shall ensure maintenance issues are expeditiously brought to the attention of the building facilities management company and TPOC and the requests are tracked and monitored through completion. The contractor shall draft and process material action requests and obtain Government approvals using the Acquisition Travel Management System (ATMS).

C.4.7.1 SUBTASK 7.1 – PROVIDE PHYSICAL PLANT INFRASTRUCTURE SUPPORT (PPIS)

The contractor shall perform custodial services to the JIDO HQ facility to ensure that the building presents a clean, neat and professional appearance. **Section J, Attachment AB** provides a diagram of the building floor plans. The contractor shall perform custodial services in accordance with BOMA commercial standards, and all local, state, and federal laws. The contractor shall perform custodial services to include, but not limited to ensure the following:

1. All interior space shall be free of obvious dirt, debris, and dust.
2. Glass surfaces shall be clean and free of smudges.
3. Office furniture and equipment shall be cleaned and free of obvious dust, dirt and debris.
4. Carpets/rugs shall be free of obvious spots and stains, and clean and free of dirt and debris.
5. All floors shall be maintained according to best trade practices.
6. Floors requiring a finish shall be maintained at a high luster and free of all marks.
7. Restroom, kitchen and eating areas, and all equipment shall be clean and sanitary and free of dirt, stains, water marks and any other debris or encrustations.
8. Consumable supplies for these spaces shall be maintained and replenished as required.
9. All trash and recyclables shall be collected and disposed of in the nearest dumpster and/or container. Trash cans and containers shall be emptied and kept clean and free of dirt, stains and debris. Plastic liners for all trash containers shall not be torn, worn, or contain residue.
10. Refuse management includes assistance with the document shred policy (e.g., disposition of classified paper discovered in trash cans).

C.4.7.2 SUBTASK 7.2 – PERFORM FACILITY OPERATION, MAINTENANCE AND REPAIR SERVICES

The contractor shall perform facility investment services in support of JIDO facilities, specified personal property equipment and Government installed equipment and systems at the facility. Facility investment services include infrastructure sustainment (service-level work and preventive maintenance) and minimal restoration and modernization work (minor and major work orders). Infrastructure sustainment is the maintenance and repair necessary to keep an inventory of facilities and other assets in good working order. Although not common, large restoration and modernization may be required over the TO PoP and normally consists of major rehabilitation and capital improvements. Some major repair and stand-alone demolition may be accomplished as part of sustainment.

The contractor shall perform maintenance, repair, alteration, and demolition to include, but not

limited to the following:

1. Building and structures interior finishes and furnishings
2. Facility-related coordination with Information Technology (IT) and communication systems
3. Building systems supplemental heating, ventilating, and air conditioning (HVAC) systems interior electrical distribution systems, Uninterruptible Power Supply (UPS) and generator systems, interior potable water, and interior wastewater systems
4. Miscellaneous locksmith services, break room equipment maintenance (refrigerators, microwaves, water filters, drink dispensing systems, garbage disposals, hot water heaters, etc.), interior signage, fuel storage tanks, and parking management.

The contractor shall draft an Integrated Maintenance Program (IMP), which is defined as a recurring state-of-the-art, reliability-centered inspection, testing, maintenance and minor repair program that determines best practices for managing the functions and consequences of failures of facilities equipment and system components (**see Section F.3, Deliverable 20**). The IMP shall encompass accepted commercial practices, such as, preventive, predictive, and proactive maintenance, into one optimal program.

The contractor shall draft, update, maintain, and execute the JIDO Preventive Maintenance Program (**see Section F.3, Deliverable 21**), which consists primarily of inspection, testing, cleaning, lubrication, adjustment, calibration, and minor part and component replacement of identified equipment (such as filters, batteries, belts, hoses, fluids, oil and grease) as required to verify proper system operation; minimize malfunction, breakdown, and deterioration of systems and equipment; and maximize useful life. Preventative maintenance also includes housekeeping of mechanical equipment rooms, electrical rooms, pump rooms, generator, and other similar spaces within facilities.

The contractor shall respond to requested Service Calls and Minor and Major Work Orders. Minor Work Orders and Major Work Orders may be used for any purpose as approved by the COR and the TPOC. **Section J, Attachment AD** provides a historical accounting on the types and occurrence of call/work orders. The limitations for each type of service call/work order are depicted Table 2 below.

Table 2. Service Calls		
Type of Call/Work Order	Dollar Thresholds (labor and materials)	Time to Complete
Routine Service (non-emergency) calls	\$500.00	Completed within five working days.
Emergency Service Calls—defined as a situation that could cause immediate damage to personnel and/or	\$500.00	Until resolution of emergency situation that may cause damage to persons and/or property

property		
Minor Work Orders	\$2,500.00	Completed within 15 working days.
Major Work Orders	\$5,000.00	Completed within 30 working days

Service calls are classified as emergency or routine. Service calls are called into the contractor's work reception center by building occupants or generated by designated Government or contractor representatives; are brief in scope to include part or entire unit replacement and may be issued for any service.

Minor and Major Work is any work that exceeds the service call limits. Minor or Major work can be used for any purpose within cost limitations and must be approved by the COR and the TPOC prior to commencement.

Multiple maintenance, repairs, and other requirements received in the same location or general area (i.e.; same floor, room or hall) may be combined into one service call or Minor or Major work order, at the Government's discretion.

Routine service calls and minor and major work orders that may be identified during holidays and weekends shall be reviewed by the COR and the TPOC the following normal business day.

Routine Service call response time requirements will begin on the first business day following receipt. Calls and work orders shall remain in "awaiting approval" or "pending" status until approved by the COR and the TPOC, as not to count against the contractor's required completion time or against the Government as "Government Delay."

Routine Service Calls may be used for any purpose within the cost limitations.

Emergency Service Calls require immediate action to correct or prevent loss or damage to Government property and assets, restore disrupted essential services or mission, or eliminate safety or life-threatening hazards to personnel or property. Emergency Service Calls shall be responded to within 30 minutes during Government regular working hours and within two hours after Government regular working hours, weekends, and holidays. The Government reserves the right to classify any type of call as an emergency to meet JIDO's mission.

The contractor shall be responsible for maintaining all facilities, systems, and equipment to a standard that prevents deterioration beyond that which results from normal wear and tear and corrects deficiencies in a timely manner to assure full life expectancy of the facilities, systems, and equipment. Best commercial practices shall be applied in the performance of work. All work shall be completed per approved and accepted industry and equipment manufacturers' standards and shall comply with building and safety codes, applicable activity, local, state, and federal regulations, and other technical requirements.

Workmanship for maintenance and repair shall include all work necessary to complete facility and system restoration, including thorough cleanup, touch-up painting, and operational checks. Upon completion of work, the contractor shall ensure all facilities, systems, and equipment are free of missing components or defects which would affect the safety, appearance, or habitability of the

facilities and structures or would prevent any electrical, mechanical, plumbing or structural system from functioning in accordance with design intent. Repairs shall be made in accordance with the manufacturers' specifications and guidelines, and standard building codes. The quality of repairs shall meet the applicable standards and shall prevent any malfunction reoccurrences caused by poor workmanship or other contractor inadequacies. The quality of the repaired areas shall be fully compatible with adjacent surfaces or equipment. Except where otherwise specified, replacements shall match existing in dimensions, finish, color, design, and functionality and shall have an appearance similar to the original finished appearance with only minor unobjectionable deterioration resulting from normal use.

The contractor shall not allow debris to spread unnecessarily into adjacent areas nor accumulate in the work area. All such debris, excess material, and parts shall be cleaned up and removed at the completion of the job and at the end of each day work is in progress. Upon completion of work, any stains and other unsightly marks shall be removed.

The contractor is responsible for all vendors and subcontractor personnel required to support all Facility Investment Services in order to protect information and operation security of the facility and maintain surveillance of their performance and safety.

The contractor shall coordinate with the facility owner's Property Manager to assure they are providing the proper operation, maintenance and repair of Base Building electrical systems, plumbing systems, heating, ventilation and air conditioning (HVAC) systems, elevator systems, and fire protection equipment and systems that directly and indirectly support the Mission and the general operation of the facility. The contractor shall assure that these systems are operated and maintained in a safe and good working condition in accordance with the terms and conditions of the lease and shall assure that repair and maintenance activities are coordinated with the Facilities Manager to assure minimal impact to the mission. Any deficiencies observed and noted related to Base Building operations that cannot be resolved between the contractor and the Property Manager shall be immediately reported to the COR and the TPOC for resolution through the designated Building Lease Administrator.

Exterior maintenance including window cleaning, roads and grounds maintenance, snow/ice removal, exterior lighting, roofing systems, etc. will be performed by the building owner and their designated Property Manager. The contractor shall coordinate those activities to assure minimal impacts to mission operations.

C.4.7.3 SUBTASK 7.3 – PROVIDE FACILITY SAFETY

The contractor shall provide a safe and healthy site in support of JIDO operations. The contractor shall draft, maintain, update, and execute a Facility and Personnel Safety Program detailing the contractor's plan to perform and control all safety practices to deliver the required services to the Government without any accidents or mishaps. The contractor's Facility and Personnel Safety Program shall comply with all safety standards identified in the U.S. Army Corps of Engineers Safety and Health Requirements Manual, EM-385-1-1 and Public Law 91-596, Occupational Safety and Health Act.

As part of the Facility and Personnel Safety Program the contractor shall prepare an Accident Prevention Plan (APP) (see **Section F.3, Deliverable 22**). The contractor including teaming

partners, subcontractors, consultants and vendors shall adhere to the APP. Topics covered under this plan are delineated in Appendix A of EM-385-1-1. The plan shall fully comply with the requirements of the EM-385-1-1 and shall address the following topics as detailed in the EM-385-1-1:

1. Signature Sheet
2. Background Information
3. Statement of Safety and Health Policy
4. Responsibilities and Lines of Authority
5. Subcontractors and Vendors Training
6. Weekly safety tool box meetings
7. Safety and Health Inspections
8. Safety and Health Expectations, Incentive Programs, and Compliance Accident Reporting Procedures, Medical Support
9. Personal Protective Equipment.

The APP shall incorporate Activity Hazard Analyses (AHAs) (see **Section F.3, Deliverable 23**) and Situation Specific Safety Plans that are relevant to the site specific hazards and controls for each activity and type of work that may be encountered in the performance of this TO.

1. The contractor shall prepare AHAs for all common recurring work activities performed. AHAs shall follow format of Figure 1-1 of EM-385-1-1 and shall explain the following as detailed in the EM-385-1-1: Identify potential hazards that exist as a result of the contractor's service process within the environment
2. Measures or plans of actions to safely remove potential hazards away from people in and around the service process and environment
3. Specific materials and equipment necessary to safely remove potential hazards away from people in and around the service process and environment; Inspection requirements to assure service activity is safe
4. Training of service personnel to be aware of potential hazards and measures or plans of actions to be used to remove hazards from service environment.

The contractor shall periodically review the AHA to assess the effectiveness of the overall APP. The contractor shall identify any changes to the AHAs and submit to the COR and the TPOC for review and approval.

The contractor shall review, update, and submit the revised APP to the COR and the TPOC within 15 calendar days whenever a change in work conditions hazards or activities occur.

The contractor shall report all accidents, mishaps, and any issues to the COR and the TPOC in a timely manner. An initial report shall be drafted by the contractor and provided to the COR and the TPOC immediately after an accident, or near miss, has occurred. The contractor may not have all the facts and information regarding the actual incident or near miss at the time of the initial report; however, it is the Government's desire to receive notification of all mishap situations as early as possible. The contractor shall develop a follow-on report and shall provide a copy to the COR and the TPOC by close of business the day of the accident, or if the accident occurs after

hours, at start of business the following morning. Follow-on reports shall be required daily until the contractor can send a final, conclusive report of the nature, cause, and outcome of the accident. The Contractor shall provide a final report of the accident to the COR and the TPOC within 24 hours after completing the investigation of the accident.

As part of the contractor's Safety Program, the contractor shall assist in maintaining Automated External Defibrillator (AED) equipment and building fire extinguishers at strategic locations throughout the facility as well as providing training for authorized equipment user certifications. The contractor shall also provide and maintain medical supply stations and trauma kits at strategic locations throughout the facility that supports potential minor accidents realized from contractor and Government mission activities.

The contractor shall assist in maintaining all building fire extinguishers in the JIDO designated spaces to include assistance with periodic inspections and certifications required in accordance with NFPA and BOMA requirements. The contractor shall maintain a data center and specialty room sprinkler systems to include certification. The contractor shall locate and monitor all fire alarms and ensure they are activated. The contractor shall handle and store all combustible supplies, materials, waste, and trash in a manner that prevents fire or hazards to persons, facilities, and materials and approved by the appropriate fire marshal authorities.

The contractor shall be responsible for regularly inspecting its work areas, job sites, and work crews to ensure that all contractor operations are being conducted safely. These inspections shall ensure the following:

1. The site is safe and free of job-site hazards.
2. Proper PPE is being utilized and worn.
3. Safe work practices and processes are being followed.
4. Workers are familiar with the hazards covered in the respective AHA for that work activity.
5. All equipment and tools are in good condition and being used safely.

The contractor shall submit copies of all the required Federal, state, county, city or industry safety related Safety Certifications for work performed under this TO. These certifications shall be kept up to date by the contractor. The contractor shall submit new versions of certifications to the CO as the old certifications expire. No work, that requires a certification, shall start without a valid and approved certification.

C.4.7.4 SUBTASK 7.4 – PERFORM SPACE & FACILITY ASSET MANAGEMENT

In support of the JIDO Facilities Manager, the contractor shall perform space and facility asset management consultation which may include development and maintenance of Computer Aided Design (CAD) (see **Section F.3, Deliverable 24**) documentation of building as-built conditions, space reconfiguration scenarios, management of fair and equitable space allocation (including administrative space and conference room management), personnel desk assignment and asset tracking (i.e., IT and communications hardware, etc.), office and personnel move coordination, personnel arrival and departure coordination, and temporary personnel work spaces. The contractor shall provide and maintain AutoCAD software systems to perform space and facility asset

management functions, if identified and requested by the Government.

The contractor shall support the Government in enforcing warranty and product recall issues for facilities, equipment, components, and parts serviced or maintained under this TO. The contractor shall maintain warranty-tracking records. Equipment, components, and parts, other than those installed under this TO, shall not be removed, replaced, or deficiencies corrected while still under warranty of the manufacturer or the installer without prior approval of the COR and the TPOC. In the event defects in material, workmanship, parts, or improper installation and adjustments are found by the contractor or the Government, the contractor shall coordinate the actual warranty work with the warranty contractor to minimize adverse impacts to Government operations. In the event the responsible company does not respond, the contractor shall report the incident to the COR and the TPOC within two working days. The contractor shall track and maintain which equipment and components are covered by the original warranty and the warranty duration.

All available instructions, manuals, regulations, Equipment O&M Manuals, and publications necessary to perform the work requirements under this TO (where available), will be made accessible to the contractor at the time of commencing work under this TO. The contractor shall operate and maintain the Technical Library that includes all instructions, manuals, regulations, Equipment Operation & Maintenance Manuals, and publications within the Government space. The contractor shall update to the Technical Library with any materials and publications essential to the effective and efficient performance of the TO. The contractor shall support maintaining the Technical Library, information, and data collected relevant to performance of this TO throughout the entire TO PoP, although under the control of the contractor, is Government property.

C.4.7.5 SUBTASK 7.5 – PROVIDE FACILITY SERVICE DESK & WORK MANAGEMENT OPERATIONS

The contractor shall provide and maintain a facility service desk (physical or virtual) during workdays from 0700 to 1700 and operate and maintain an existing Computerized Maintenance Management System (CMMS), currently iDrawings. The facility service desk and CMMS shall manage, track and schedule service/work orders, maintenance and repairs and conference room management. The contractor shall monitor a facility service desk responding to facility occupant-generated calls and providing customer service, maintenance, and repair of Government facilities. The contractor shall classify all work type requests and tracking in the contractor operated CMMS data entry system.

The contractor shall provide and utilize a commercial off the shelf (COTS) CMMS and a web site to capture performance data for service calls, work requests, and preventive maintenance services on facilities. Historically JIDO has utilized Indus Systems Inc. iDrawings, an integrated web-based enterprise platform to provide life cycle management of assets and facilities. Such performance data shall be able to be exported electronically into Government-utilized systems or CMMS access provided to key Government personnel. The contractor shall maintain an accessible portal/internet web site that provides for customer interfacing of all reports, inventories, work statuses, schedules, and any other pertinent information relating to the performance of work. The contractor's web site shall be accessed by the Government for the purpose of real time information request needs in addition to required contractor report submittals, and shall be protected from all unauthorized access.

All historical information stored in the CMMS shall be turned over to the Government via electronic format at the end of this contract, or when requested by the COR and the TPOC, within 30 calendar days.

Work Reception - The contractor shall establish a work reception function with the capability to receive, classify, issue, correspond, and respond to trouble calls and task orders on a continuous basis, 24 hours per day, seven days per week, including Government holidays.

Work Control - The contractor shall implement all necessary work control procedures to ensure timely accomplishment of work requirements, as well as to permit tracking and reporting of work in progress. The contractor shall plan and schedule work to assure material, labor, and equipment are available to complete work requirements within the specified time limits and in conformance with the quality standards established. Verbal scheduling and Work Status Reports shall be provided when requested by the COR or the TPOC. A written status report of any item of work must be provided within two hours of the inquiry during regular working hours, and by 0800 the following work day for inquiries after regular working hours.

Work Schedule - The contractor's work shall not interfere with normal Government business. In those cases where some interference is unavoidable, the contractor shall minimize the impact and effects of the interference. The contractor shall provide advance access of all of its work schedules to the Government. The contractor shall notify the COR and the TPOC of any difficulty in scheduling work due to Government controls.

Initial Work Schedule - The contractor shall submit to the COR and TPOC a general schedule of planned performance of work for the task order period. The schedule shall indicate the day or days of the week that weekly or more frequent services shall be accomplished, the week of the month that items of less than weekly frequency shall be accomplished, the location to receive services, and the services to be accomplished.

Monthly Work Schedule - The contractor shall produce a monthly work schedule for all recurring work under this TO (**see Section F.3, Deliverable 25**). The schedule shall be submitted to the COR and the TPOC for approval. The schedule shall identify all work. Recurring services shall be identified and the date of performance indicated. Changes or additions to any job that prevents the contractor from completing the work on time, or which changes the scope of the work, shall be reported to the COR and the TPOC in writing no later than the start of the scheduled completion day; the revised completion date shall be provided at that time. Any changes to the approved monthly work schedule shall be approved by the COR and the TPOC in advance.

Work Delay Notification - In the event of a delay of work exceeding one working day for any reason, the contractor shall notify the COR and the TPOC of the reason for the delay, and the anticipated time the work should continue. Contact may be in person or by voice or e-mail.

Work Authorization - The Government shall provide a description of the problem or requested work, date and time received, location, and other appropriate information via CMMS or other mutually agreed upon methods. For contractor generated work orders resulting from Preventive Maintenance Inspection services other than service calls issued by the Government, the work order number shall be coded to differentiate that work from Government issued service call work.

Upon completion of the requested service, the contractor shall enter the following actions into

CMMS no later than 0900 the following working day after completion of the service:

1. Description of requirement as found by craftsman.
2. Description of work performed.
3. Labor hours expended and labor and material costs,
4. Date and time work was commenced and completed.

For service calls, the contractor shall add the following information to the Service Call Work Authorization Form and provide a copy to the CO:

1. Work authorization number (automatically assigned by the CMMS)
2. Specific craft designation(s)
3. Description of problem as found by craftsman
4. Description of work performed, including craftsman's signature,
5. Labor hours expended and labor and material costs,
6. Date and time work was commenced and completed.

Service Interruptions - If any utilities or other services must be discontinued (even temporarily) due to scheduled task order work, the contractor shall notify the COR and the TPOC, affected tenants, and customers in accordance with local procedures. If the discontinued service is due to an emergency breakdown the contractor shall notify the COR and the TPOC, affected tenants, and customers as soon as practicable.

In the event utilities and systems cannot be restored after an outage, the contractor shall notify the COR and the TPOC immediately upon discovery. The contractor shall investigate all unplanned utility outages or significant equipment failures related to the contractor's operations and responsibilities. The contractor shall submit a report of cause, corrective action taken/to be taken, timeframe in which correction shall occur, and future preventive measures to the COR and the TPOC within 24 hours of occurrence. In cases that complete information is unavailable, the contractor shall provide the initial report within the timeframe indicated above, and provide complete follow-up information as soon as practical based on the criticality of the systems or structures impacted.

C.4.8 TASK 8 – PROVIDE LOGISTICS AND PROPERTY MANAGEMENT SUPPORT (OPTIONAL)

Desired Outcomes: Logistics and property management are maintained to the following requirements:

1. End item supplies, equipment, and hardware, as well as infrastructure parts and components are available to JIDO when needed/directed by the Government.
2. All accountable property is tracked with minimal Government intervention enabling maximum focus on the JIDO mission.
3. Every deploying and deployed JIDO person (Government, Military, or contractor) has all logistics support needed to accomplish their mission.

C.4.8.1 SUBTASK 8.1 – PROVIDE PROPERTY MANAGEMENT SUPPORT

The contractor shall provide supplies and expendables, and accountable property procurement, logistics and property accounting services as described below.

The contractor shall provide office equipment, bulk supplies, and other expendables in direct support of the JIDO. The contractor shall assist in identifying necessary procurement requirements to sustain programs as JIDO adds systems to its baseline infrastructure, including the development of support plans and analysis of cost estimates from multiple sources as necessary. The contractor shall receive and manage purchase requests using the ATMS and Configuration Management Review Board (CRB) requests utilizing the Government-furnished ATMS system. The Property Accountability Standard Operating Procedures outlines the roles, responsibilities, and procedures and Command Supply Discipline Program (CSDP) assessment methods pertaining to the management and tracking of accountable property for JIDO and is provided in JIDO's internal NIPR portal: <https://inside.jieddo.mil/docs/policies/forms/sop.aspx> (access will be provided at award).

The contractor shall provide the following accountable property procurement support

Services to include, but not limited to the following:

1. Establish an efficient procurement capability to procure and acquire accountable property (hardware, furnishings, etc.), COTS products and other assets in direct support of JIDO.
2. Recommend industrial and commercial technologies to leverage JIDO capabilities.
3. Receive and manage purchase requests via preparation of ATMSs utilizing the Government-furnished ATMS application.

The contractor shall complete ATMS actions for materials and services, and obtain approvals in accordance with the following:

1. Segregate Onsite Only and Onsite/Remote ATMSs
2. If an ATMS is for a shared expense, then the contractor shall obtain written approval for that ATMS from all tenants; and the contractor shall invoice accordingly.
3. If an ATMS is a tenant specific expense (specific to a tenant's operational mission), then the contractor shall obtain written approval for that ATMS from the tenant who owns the requirement and the contractor shall specify in the invoice which tenant is responsible for the action.
4. Assist in identifying necessary equipment and property requirements to sustain programs as JIDO adds systems to their baseline infrastructure, including the development of support plans and cost estimates from multiple sources as necessary.

The contractor shall provide property accounting support services to include, but not limited to the following:

1. Assist in identifying and implementing best practices and technologies for an effective asset management program.
2. Assist the JIDO in maintaining property accountability of IT equipment IAW DoD regulations and directives.
3. Recommend processes, tools and procedures in order to accomplish effective asset

management. The Government will approve the formal Asset Management process, procedures and tools to be used.

4. Assist in documenting and managing a Property Pass Program.
5. Assist JIDO in maintaining internal property accountability processes and standard operating procedures (SOP) for the JIDO TPOC approval and implementation (**see Section F.3, Deliverable 26**).
6. Generate and present all documentation, receipts, shipments, electronic files and reports on demand to the Government in an acceptable format.
7. Maintain an ongoing accounting for all products as they are received, stored and withdrawn from shipment. The Contractor shall maintain written or electronic property records for a predetermined length of time that shall be readily available for government review at all times.
8. Maintain all facility accountable property inventory records that shall be readily available for Government review at all times.
9. Inventory and document all JIDO property that enters or leaves the storage facility. Tracking and documentation shall flow through receiving, storage, shipping, surplus and disposal.
10. Update and document the accounting of all JIDO assets received, stored and transferred through this TO.
11. Update and maintain information in the Army's Property Book User Supply Enhance (PBUSE) System. This support includes running various extractions or reports as required/requested and ensuring their accuracy (**see Section F.3, Deliverable 28**).
12. Update and maintain Red Beam asset tracking system, performing uploads and cross referencing equipment from PBUSE to Red Beam and from Red Beam to PBUSE.
13. Update document register and file supporting documents.
14. Perform uploads and other duties as required with the barcode scanner.
15. Input the contractor's internal inventory management system information into Government's inventory management system in a format approved by the Government.
16. Assist JIDO and organizational units with the periodic inventorying of accountable property which includes bar-code scanning and physical verification of all assets.
17. Perform inventory of stored product so that 100% of product is accounted for annually 60 days prior to a new fiscal year.
18. Draft an Inventory Plan (**see Section F.3, Deliverable 29**) that details the methods the contractor shall employ to ensure 100% product accountability. The Inventory Plan shall be approved by the Government before the contractor will be permitted to implement the Plan. The inventory plan shall include the following: Location, Part number, Item description, Quantity, Lot number and Unit of Measure.

In accordance with procedures governed by FAR 45.6 and FAR 7.503(c)(11), the contractor shall assist in receiving, tracking, relocation and disposal of assets purchased by JIDO to include, but

not limited to the following:

1. Assist in performing equipment custodial, inventory management and accountability functions.
2. Assist in identifying and reporting to the Government items that are either lost or damaged beyond economical repair and any excess equipment for possible turn-in on a monthly basis.
3. Assist in recommendation of quarterly candidate equipment to the government for lifecycle replacement.
4. Assist in disposal of aging equipment ensuring that all electronically and physically stored information has been wiped in accordance with the security regulations.

C.4.8.2 SUBTASK 8.2 PROVIDE STORAGE SPACE SUPPORT SERVICES

The contractor shall have the capability to provide a storage solution that shall be able to securely and safely store the categories and quantity of inventory listed for reference (**see Section J, Attachment AC**). As required, the Government will identify the need to provide the storage space and applicable constraints. All storage space shall be invoiced under ODC CLINs.

The contractor shall perform storage, staging, and turn-in functions for JIDO property and perform the following storage space support services to include, but not limited to the following:

1. Short term and/or long term storage point for the receipt and shipping of supplies and equipment.
2. Adequate physical property security of non-classified assets stored in the storage space in order to maintain property control. Classified assets will not be stored at this location. Classified assets may be sent or brought to the storage space for shipping and receiving.
3. Monitor the storage space and execute incidence response during normal operating hours (Monday-Friday 7am-5pm Eastern Standard Time (EST)).
4. Ensure storage space complies with local zoning requirements.
5. Ensure all products shall be stored in compliance with all applicable regulations as administered by Federal, State, or local laws and regulations that may apply.
6. Ensure that all products shall be controlled, protected and managed in a manner that will prevent damage and/or other losses while in the contractors possession. The contractor shall be responsible for all losses due to contractor negligence. The contractor shall reimburse the Government for product that is lost or becomes unusable due to contractor negligence (See Section I – Contract Clauses).
7. Ensure the storage space safety, sanitation, and security requirements are maintained at all times.
8. Maintain, host, and manage storage space at the contractor provided space so that it is prepared to be functional during normal operating hours and ready for use within 60 minutes of notification from authorized personnel (to be determined at the TO kick-off meeting) during after-hours. The contractor shall allow access to Government Personnel on an authorized access list within 60 minutes of notification. The Government reserves the right to request facility badges for a limited amount of personnel. The storage space

POC shall be on call and available for communication 24/7. The contractor shall provide an alternate POC. The contractor shall be able to respond within 15 minutes of notification at all times.

9. Provide computer hardware, connectivity, phones and other equipment for storage space personnel use to ensure prompt electronic communication with personnel.
10. Provide an entry control point for employees, visitors, and trucks. The contractor shall record and retain visitor entry and departure for a determined length of time.
11. Ensure ability to lock and monitor the storage space when the space is unoccupied in order to maintain property control. The locks shall be either manual or powered. Internal secure compartmentalization of the storage space may be required to segregate certain property in the form of cages, etc. The contractor shall notify personnel immediately of any notice of inspection and unscheduled inspections or actions by regulatory agencies, other enforcement agencies (e.g. OSHA), and third party vendors that may involve and/or impact Government-owned products. The Government will be permitted to delegate at least two persons to observe the inspection. The contractor shall immediately provide the Government with any observations and/or inspection reports received as a result of the audits.

The storage space support services include shipping, receiving, and transportation support. The contractor shall provide the following storage space support services to include, but not limited to the following:

1. Shipping and Receiving Support Services.
 - a. Perform process to receive assets to include moving, unpacking, bar coding of equipment, ensuring property accountability. Bar coding equipment will be provided as GFE. The contractor shall assist in staging, distribution, implementation, installation, testing and checkout (as necessary) office and infrastructure systems, components, hardware, and software.
 - b. Accept delivery, unload, account for all inventory management functions and store on behalf of the Government all products which are shipped to the offered place of performance/storage space.
 - c. Physically control all inventory of products and ensure that the categorization, dating, and quantity of product which appears on each shipment detail reconciles with what is on the customer order which will be provided with each shipment.
 - d. Label, tag, or otherwise prepare products for storage and/or shipment as requested by the Government.
 - e. Complete all required documentation for shipping and receiving.
 - f. Provide on-call service in the event of after-hours shipping and receiving requirements.
 - g. Provide all equipment and supplies necessary to service offered storage space and meet requirements.
 - h. Assemble, load and transport emergency shipment in an expedient manner.
 - i. Package and ship accountable property, COTS products and other assets.
 - j. Work with various shipping companies to ship and track deliveries and inventory assets to supported worldwide locations to include both classified and unclassified

material and/or property in accordance with security requirements designated by the TPOC or COR.

2. Transportation.

- a. Transport of items to and from the storage space (as identified by the Government).
- b. Provide support to ensure equipment is transported in the contractor provide by qualified and licensed individuals to and from the storage space.
- c. Provide forklift and driver equipment (as identified by the Government) capable of operating at a 5,000 pound capacity to ensure all required items can be stored properly.
- d. Provide visitor and employee parking areas at the storage space (as identified by the Government) for at least four to six vehicles, and be in compliance with all local codes regarding parking standards.
- e. Provide parking areas at the storage space (as identified by the Government) for at least two to three trucks for storage beyond dock parking areas.

C.4.8.3 SUBTASK 8.3 – PROVIDE WORLDWIDE DEPLOYED LOGISTICS SUPPORT

The contractor shall provide logistical, technical, management support services and infrastructure required to support JIDO's deployed personnel visiting and stationed in designated hazard duty/combat zones (HD/CZ) locations including, but not limited to, the Areas of Responsibility (AORs) for: United States Central Command (USCENTCOM), United States Pacific Command (USPACOM), United States Europe Command (USEUCOM), United States Africa Command (USAFRICOM), United States Southern Command (USSOUTHCOM), and United States Special Operations Command (USSOCOM). JIDO personnel include military, civilian, and contractor staff. The contractor shall provide worldwide deployed logistics support on-site in Afghanistan. Over the PoP additional worldwide deployed logistics support maybe required at additional HD/CZ that may include Iraq, Kuwait or other locations. Specific services and infrastructure requirements will be defined by the Government at the time the optional task is exercised.

Deploying Contractor Personnel.

The CONUS Replacement Center (CRC) at Fort Bliss, Texas (<https://www.bliss.army.mil/CRC/>) is currently the designated processing site for personnel deploying to hazard duty/combat zones (HD/CZ) locations. Contractor personnel being deployed to HD/CZ shall report to the CRC for pre-deployment processing. The CRC validates readiness and conducts deployment processing enroute to the HD/CZ duty station. Deploying contractor personnel shall complete all pre-reporting requirements so they can deploy immediately upon completion of CRC processing. Pre-reporting requirements include, but are not limited to:

1. Medical readiness,
2. Theater Specific Individual Readiness Training (TSIRT) certifications,
3. Current Individual Readiness File (IRF) records needed for identification and processing,
4. Valid passports and visas (for the longest period possible to mitigate a mid-tour break in service), and,

5. Any other preparation to prevent rejection by the CRC.

Contractor personnel determined by the CRC to be non-deployable will be referred back to the contractor for disposition. Deploying contractor personnel shall sign a property hand receipt when equipment is delivered into their possession. Upon completion of the contractor's tour, contractor personnel shall redeploy and out-process through the CRC.

Deployed and Deploying Personnel Support

The contractor shall perform logistics support required to ensure all deployed and deploying JIDO personnel are in accordance with all appropriate guidance and directives. This support includes but is not limited to locating housing and immigration liaison support for travel to/from directed HD/CZ locations. Additionally, the contractor shall ensure compliance with supplemental guidance with regards to in-country protocol requirements for movement/orders. Notice of JIDO personnel arriving in theater shall include Letter of Authorization (LOA)/Military Orders, copy of valid passport, copy of current valid CAC card front and back, weapon serial number and type (if carrying), complete mission itinerary including commercial flight information, copy of valid US driver's license and international driver's license, Country visa and verification that JIDO personnel are entered into the Synchronized Personnel Operational Tracker (SPOT). This shall also include support based upon the need to ensure timely mission accomplishment, force protection, and safety.

In/Out Processing.

The contractor shall assist and expedite all JIDO sponsored personnel with the in-and-out processing at the CRC, including, but not limited to:

1. **Baseline Support.** The Contractor shall have the capability to provide logistical and life support for designated JIDO teams and individuals at HD/CZ locations where Government facilities and/or services may not be available. Contractor-provided services shall include, but not be limited to:
 - a. Ground Transportation
 - b. Base Access processing
 - c. Processing Memorandum Requirements
 - d. Office call coordination
 - e. Intra-theatre MILAIR coordination
 - f. Information Management support
 - g. Immigration liaison support
 - h. Personnel accountability to include movement within HD/CZ locations.
 - i. Expertise for accessing information available in the SPOT.
 - j. Sponsorship (Work Permit requirements for contractors working in theater in accordance with applicable HD/CZ location Public Law Fees)
 - k. Locating Housing
2. **Housing Support.** The contractor shall be responsible for coordinating and providing for all housing requirements (on base housing priority and off base housing only in emergency

situation) for JIDO personnel arriving and departing the HD/CZ theater as identified by the TPOC. All designated JIDO personnel (contractor, military and government service) will not be allowed to stay off post.

3. **Weapons Management.** All contractors shall report to the CRC to receive their RFI and assigned weapon (if authorized). If for any reason, a contractor does not obtain a weapon from the CRC, the U.S. Army Area Support Group within the major command will provide the required support. The contractor shall process all JIDO personnel out-going weapons memorandums through the appropriate CCMD and forward translated weapons request to applicable and proper personnel for review and approval.
4. **Security Management.** The contractor shall prepare and process, for government approval, all Coalition Forces Land Component Command (CFLCC) security badge applications for arriving JIDO personnel as required and add them to the CFLCC temporary access roster (90 days at a time).
5. **Installation Access.** The contractor shall process, for government approval, base access badges for arriving JIDO personnel as required. Arriving JIDO personnel must provide the following;
 - a. Valid Letter of Authorization (LOA)
 - b. Valid CAC Card
 - c. Valid Passport
 - d. Country Visa (if needed)
6. **Ground Transportation.** The contractor shall coordinate for ground transportation for arriving/departing JIDO personnel. Ground transportation includes transportation to and from airfields to the respective life support location. The contractor shall coordinate as needed the provisioning of Non Tactical Vehicles (NTV) for Government civilians and Military to utilize in and around the area of responsibility. This includes strategic planning and management of all modes of transportation. Elements of the support shall include requirements analysis for usage, maintenance, and special needs of vehicles as a component of transportation support.
7. **Air Transportation.** The contractor shall assist in coordinating Military Aircraft (MILAIR) transportation for JIDO personnel to and from the area of responsibility prior to arrival. Arriving JIDO personnel must provide valid set of orders and Social Security Number (SSN) seven days in advance.
8. **Immigrations Liaison.** The contractor shall assist JIDO personnel with Immigrations processing with the Reception, staging, Onward Movement, and Integration team located at the designated point of entry. The contractor shall maintain expert knowledge of regulatory considerations imposed by the local foreign government and U.S. Government regarding individuals during their transition in the areas of responsibilities. The planned activities shall be implemented using joint efficiency and maximum effectiveness.
9. **Information Management.** The contractor shall provide the JIDO personnel with the Information Technology (IT) capability required.
10. **Additional Support.** The contractor shall provide the following support as identified by the TPOC:

- a. Support manifesting and accounting of military, civilians, and contractors using the Joint Asset Management Movement System (JAMMS) and the Synchronized Pre-deployment Operational (SPOT) accountability tool
 - b. Conduct “Welcome Briefs” for incoming personnel
 - c. Ensure all personnel CACs, orders, and passports are in order prior to boarding MILAIR flights.
 - d. Validate Letters of Authorization (LOAs)
 - e. Coordinate with life support and Government personnel to help accomplish Reception, Staging, Onward-movement, and Integration (RSOI).
 - f. Ensure all associated data collection activities are standardized.
11. **Equipment Transit Support:** The contractor shall provide equipment move, assets move, inventory control, security, and assist government personnel in identification of excess government owned equipment which will be removed from theater through the sale/transfer to Defense Reutilization and Marketing Office (DRMO).
12. **Contractor Logistics Support (CLS).** The contractor shall be trained and certified on Property Book Unit Supply Enhanced (PBUSE) and Defense Property Accountability System (DPAS) on the Property Book level and shall provide CLS services for the JIDO equipment. This shall include, but not be limited to 24/7 on call services when a system needs to be sent forward to and returned from the field to include transportation, shipping, and facility operations. The contractor shall provide wireless communications devices (satellite and/or mobile phones) as required to JIDO equipment personnel as directed by the TPOC. The contractor shall provide their own mobile phones and blackberry devices necessary to perform the duties under this PWS. Specifically, the contractor shall:
- a. Store all JIDO equipment systems in transit cases in a secure area. Equipment may include sensitive material.
 - b. Inspect and inventory all incoming systems for kind and count.
 - c. Prepare and store incoming inspection and inventory reports.
 - d. Inspect and inventory all incoming parts for kind and count.
 - e. Store any / all parts in a secure area.
 - f. Conduct physical inventory and report parts inventory daily.
 - g. Prepare DD 3161 prior to shipment and provide system being shipped.
 - h. Track transportation status of system to destination and report transportation status daily IAW JIDO equipment approved procedures.
 - i. Maintain DD 3161 records for each system and provide as requested.
13. **Packaging and shipping.** The Contractor shall be responsible for packaging and shipping of JIDO equipment when required and authorized by the Government. The Contractor shall utilize existing Government transportation infrastructure for within theater and return from theater shipments to the maximum extent practicable.
14. **Operation of Government/Leased Vehicles.** The contractor may be required to operate Government Vehicles in the performance of duties under this PWS. The contractor shall ensure all contract personnel have valid US drivers’ licenses and obtain local country

drivers licenses as required. When necessary the Government shall sponsor the designated contractor personnel for local post driver's license.

15. **Office/Bay Space.** The contractor shall assist JIDO in the coordination of office and or Bay Space to support JIDO equipment requirements.
16. **Travel.** The contractor may be required to travel around the HD/CZ in support of TO requirements. Contractor travel around the HD/CZ must be authorized by the TPOC prior to travel.
17. **Vehicle Support.** The contractor shall manage, monitor, track, and coordinate the dispatch of assigned vehicles in accordance with in-country policies and regulations. The contractor shall provide vehicle support in and around the HD/CZ as needed to in support of TO requirements.

C.4.9 TASK 9 – PROVIDE HUMAN RESOURCES (HR) MANAGEMENT SUPPORT (OPTIONAL)

Desired Outcome: HR services (civilian and military) are provided in a timely and effective manner to support JIDO's mission consistent with laws, regulations, policies, and guidance.

The contractor shall assist the Government in providing civilian and military HR management support to the JIDO to include, but not limited to the following:

1. Draft, monitor and support the effective dissemination of sound policies, rules, and best practices that maintain compliance with Federal and DoD employment and labor laws, the Federal Acquisition Regulation (FAR), and JIDO guidance and directives related to HR functions.
2. Drafting HR performance awards and letters of recognition for jobs well done for individuals identified by the Government to enhance JIDO employee retention.
3. Maintain and query existing databases of personnel records to reflect the up-to-date personnel manning roster.

The contractor shall provide support services to JIDO to enhance its civilian and manpower analysis planning and staffing capabilities while supporting the enhancement of JIDO's human capital infrastructure through these and other strategic improvements. As a result of the support services provided to JIDO the contractor shall provide a means for JIDO leadership and staff to fully execute the roles and responsibilities of the staffing processes; improve current tracking and reporting methodologies, including maintenance of an existing cost-benefit tool output to facilitate manpower decision-making; provide workforce sustainment support; educate the workforce on HR programs; and maintain and track existing civilian and military performance management programs.

C.4.9.1 SUBTASK 9.1 – PROVIDE CIVILIAN HUMAN RESOURCES SUPPORT

The contractor shall assist the Government in drafting JIDO Position Descriptions (PDs) to include, but not limited to the following:

1. Draft new PDs and modify existing PDs, as identified by the Government.
2. Provide expertise and support in determining the specific knowledge, skills, and abilities

necessary to effectively perform positions when the PDs do not match the requirement.

3. Maintain and update the PD Library as PDs are created and/or as existing PDs are modified.
4. Provide ongoing expertise and support to ensure the PD Library remains functional.
5. Maintain and enhance the SOPs on how to conduct an internal Personnel Management Evaluation (PME).
6. Leverage Pilot PME findings and process to draft structure for a JIDO-wide PME.

The contractor shall assist the Government in providing classification and staff advisory support to include, but not limited to the following:

1. Drafting vacancy announcements for Government review and approval.
2. Provide classification and staffing assistance regarding JIDO staffing issues.

The contractor shall assist the Government in collecting, tracking, and reporting on metrics and provide dashboard support to include, but not limited to the following:

1. Technical support for the monthly Civilian Staffing & Recruiting Dashboard, to include running reports and providing instructions on maintenance and regular updates.
2. Technical input to implement methods of tracking performance management metrics.
3. Maintenance support to ensure performance management metrics continue to be tracked.

The contractor shall provide workforce sustainment support to include, but not limited to the following:

1. Strategic support focused on assisting JIDO leadership, hiring managers and supervisors in the many aspects of a Workforce Sustainment Program. The contractor shall provide recommendations in fulfilling the prerequisite hiring requirements, coordinate candidate interview, and provide onboarding processes.
2. Strategic support for the Innovative Recruiting Program with a focus on recruiting current status federal employees. The contractor shall assist JIDO to understand the targeted events necessary to support innovation and optimization.
3. Assisting managers and supervisors with filling critical internal positions via varying workforce sustainment programs.
4. Assisting Intern and other special programs. The contractor shall provide technical support and maintenance to encourage JIDO participation in workforce sustainment efforts.
5. Support in operating of the intern/recent graduate “total experience” when joining JIDO.
6. Strategic support in the planning, development and execution of a Mentorship Program for all JIDO personnel levels based on the existing Mentorship Program for Interns.

The contractor shall assist the Government in providing training support to include, but not limited to the following:

1. Support JIDO J1 in its role as the JIDO Acquisition Career Manager (JACM) of all acquisition corps positions identified in the Defense Acquisition Workforce Improvement Act (DAWIA).

2. Review and update Human Resources 101 Training, Structured Interview Training, Job Analysis Training, and Mentorship Training to address current organizational requirements and ensure compliance with DoD, and Office of Personnel Management (OPM) regulations, as needed.
3. Subject matter expertise in providing the Human Resources 101 Training for managers and supervisors.
4. Subject matter expertise in providing the Structured Interview Training for Hiring Managers Course.
5. Perform Job Analysis Training, to include how to perform a job analysis and draft tasks, duties and competencies for job analysis and evaluations.
6. Provide a series of instructor-led training on formal mentorship, to include educating Mentors on their responsibilities for their role as well as identifying the benefits for both Mentors and Mentees.
7. Provide Performance Management Trainings to include the Performance Management 101 Course and the Performance Objectives/Individual Development Plans (PO/IDP) Course.
8. Draft and perform technical support to provide the Performance Management Action Officer Course Training.
9. Subject matter expertise to provide Joint Manning Document (JMD) trainings and disseminate learning materials and supporting documents.

The contractor shall assist the Government in providing human capital strategies support to include, but not limited to the following:

1. Talent Management (TM)
 - a. Establish and maintain a program to manage and evaluate talent performance at JIDO. The contractor shall support J1 with the execution of its talent management responsibilities, as identified in organization-wide corrective action plans in accordance with the SOP.
 - b. Establish, draft and maintain a program to manage the talent performance at JIDO. Program shall be drafted to ensure military billets are back-filled with qualified individuals.
2. Exit Interviews
 - a. Provide support and maintenance to implement tracking methods of attrition rates, out-processing personnel exit interview metrics and follow up with candidates who decline offers of employment.
 - b. Provide support to the Exit Interview Program by conducting interviews with departing civilian and military personnel and documenting the results.
3. Director's Priorities
 - a. Provide subject matter expertise in developing SOPs as needed.
 - b. Provide support in the research of potential Human Capital awards and conferences to bring awareness to JIDO accomplishments and the Workforce Optimization and Sustainment solution.

- c. Provide administrative and training assistance in support of JIDO's Communication Improvement Program. Work closely with JIDO Leadership to identify areas of communication deficiency, utilizing communication improvement techniques, workshops and informational materials related to Business Chemistry to suggest techniques to improve staff relationships and increase the effectiveness of communications within the organization.
4. Performance Management
- a. Provide strategic support in the implementation of a formal performance management program to include documentation on the performance management process.
 - b. Provide strategic support for the Director-mandated Monthly Counseling Sessions.
 - c. Draft requirements document to automate performance management functionality and integrate it with the in/out processing requirements.
 - d. Draft JIDO Senior Leadership performance management communications and distribute to the organization as needed.
 - e. Provide support in preparing civilian and military training agreements.

C.4.9.2 SUBTASK 9.2 – PROVIDE TECHNICAL SUPPORT TO THE MANPOWER ANALYSIS BRANCH

The contractor shall provide technical support to the Manpower Analysis Branch to include, but not limited to the following:

1. Concept Plan/Command Implementation Plan (CIP) (see **Section F.3, Deliverable 31**)
 - a. Provide subject matter expertise administrative support for the Concept Plan. The contractor shall gather and coordinate information and updates and changes as needed.
 - b. Provide technical support and consolidation efforts on regular data maintenance of the Concept Plan.
2. Automated Joint Manning Document (JMD) (see **Section F.3, Deliverable 32**)
 - a. Provide functional and technical support in maintaining the process to update, adjust and/or change the automated JMD.
 - b. Provide enhancements and support for improvements of the automated JMD functionality.
3. In/Out Processing
 - a. The contractor shall work with JIDO to support the development of a technology solution to automate and centralize manual personnel data based on the In/Out Processing Requirements document. The contractor shall facilitate the auto population of electronic forms, expedite billet and duty assignments, and improve overall timeliness and accuracy of document processing.
 - b. Prepare for and conduct the Newcomers Orientation.

C.4.10 TASK 10 – PROVIDE EVENT AND COMMUNICATION MANAGEMENT SUPPORT

Desired Outcomes: JIDO participation in events and engagements is accomplished efficiently and effectively and enhances the general understanding of JIDO's mission and support for the warfighter.

C.4.10.1 SUBTASK 10.1 – PROVIDE EVENT MANAGEMENT

The contractor shall support the development, planning, management and execution of JIDO's Intelligence Community (IC) events, Technology Outreach Conferences, cross-briefs, executive and programmatic meetings, Foreign Dignitary/Distinguished visitor support, ceremonial events, special emphasis programs, and other events as identified by the TPOC. The contractor shall support JIDO events by providing support to include, but not limited to the following:

1. IC Events – The contractor shall coordinate and organize-all logistics, set-up, and planning in accordance with the scheduled event. This includes, but not limited, to venue selection, coordination, set-up, and space allocation and catering requirements.
2. Technology Outreach Conferences – The contractor shall coordinate and organize-all logistics, set-up, design a display area for vendor participation. Support shall include providing the opportunity for vendors to purchase booth exhibit space within the display area to display technology and/or innovations that could assist in accomplishing the organizations goals; verification of attendance rosters (Government & authorized personnel, invited guests); overall logistics of the facilities and/or venue; and coordinate catering requirements.
3. Cross-briefs – The contractor shall coordinate all logistics, set-up, audio/visual equipment requirements and/or presentation support as identified by the TPOC. The contractor shall verify attendance rosters (Government & authorized personnel and invited guests).
4. Executive and Programmatic Meetings – The contractor shall coordinate all logistics in support of executive and programmatic meetings. The contractor shall coordinate with representatives from other deputy directorates and divisions within JIDO to establish appropriate level of support required for execution of meetings.
5. Foreign Dignitary/Distinguished Visitor Support – The contractor shall coordinate with other representatives from other deputy directorates and divisions within JIDO to facilitate all aspects of visitor support to include, but not limited to: scheduling, planning, coordinating, and executing international and domestic distinguished guest visits; obtaining visitor passes or badges, to include research on customs, culture and courtesies; coordinating with appropriate ministries of Defense or State Department offices; arranging for all logistics and meeting support requirements, and identifying and coordinating appropriate DoD regulation compliant gifts.
6. Ceremonial Events – The contractor shall coordinate all logistics, set-up, and associated ceremonial components. This includes, but not limited to venue coordination and space allocation; and catering requirements. Ceremonial events may include, but are not limited to promotions, Hail and Farewell, retirements, awards presentation, Director's Call/All Hands, Change of Directorship, etc.

7. Special Emphasis Programs and other Events - The contractor shall plan, coordinate, assist, and support JIDO wide Special Emphasis programs and other events. These events may include, but are not limited to organization support of national recognition days/months and other events as required.

NOTE: The contractor shall ensure catering requirements are coordinated in accordance with the General Service Administration (GSA) schedule of allowable/non-allowable costs.

For each event, the contractor shall perform the following event management as identified by the TPOC for each event to include, but not limited to the following and:

1. Interface with key customer representatives to identify prospective events and timing. Build annual events calendar and review with JIDO; publish baseline annual event calendar for internal protocol/events management use.
2. Create detailed event plans to ensure all aspects of events will be in place. The contractor shall review the event plan with JIDO and upon approval publish the event plan for the support team.
3. Support promotion of event as needed to ensure audience awareness.
4. Provide on-site event management to ensure successful program execution on-site presence before, during and after event as needed.
5. Conduct post-event review/“hot wash” to support continuous improvement of process and practices for future events. The contractor shall perform outreach to principles and participants to gather feedback and recommendations.
6. Site selection and contract negotiations; event set-up and design to include physical and web-based publishing and registration; budget estimating and tracking/reporting; all necessary on-site meeting administration, electronic/physical information sharing, and logistics. The contractor shall draft and coordinate graphic and web based support; create resource documents as needed; maintain vendor, site, contact and attendee databases.
7. Provide organization-wide event consultation.

The contractor shall perform the following logistics management support as identified by the TPOC for each event to include, but not limited to the following:

1. Use annual event calendar to identify longer-term (60 days or more) space, catering, and other needs to ensure these are reserved in advance. Work with JIDO representatives to ensure proper requests are communicated and in place. Provide update to JIDO’s event POC regarding status of requests.
2. Use detailed event plan to identify, contact, and book all aspects of event, including space, audio/visual, speakers, clearance needs, food and beverage, parking, signage and more. Conduct pre-event walk-through with client as needed. Provide detailed status update and task action list of event including detailed rundown from start to finish with issues highlighted for JIDO’s POC review.
3. Provide the JIDO Protocol Officer a pre-event budget estimate that includes total estimated cost for event broken out by categories/line items for all costs (i.e. space, audio/visual, food and beverage, signage, etc.). Provide detailed budget tracking throughout the event and a final report outlining all expenses, savings, and final cost.

4. Coordinate with communication elements to draft concepts and publish promotion for events as needed. Work with Government personnel to ensure promotional material is published in the appropriate communication vehicles to build awareness as needed.
5. Manage on-site event from testing audio/visual to meeting and greeting speakers; anticipation and management of all needs on site to ensure a successful event. Team arrives on-site before event to ensure proper setup, test audio/visual, check food and beverage set up, registration needs, etc. Stays on-site to ensure any issues that arise are handled quickly and professionally.
6. Work with the supported division/element to ensure that all requirements are met to facilitate interviews and/or group meeting to solicit feedback from client and/or participants to identify event issues and determine recommendations for the future. Produce and publish outcome report with recommendations for JIDO review after every event; provide to others as appropriate.

C.4.10.2 SUBTASK 10.2 – PROVIDE ENGAGEMENT AND COMMUNICATION SUPPORT

The contractor shall provide engagement and communications support to include, but not limited to the following:

1. In coordination with JIDO and JIDO staff officers, engage, both internally and externally, with individuals, organizations, and communities of interest agents, to inform and demonstrate JIDO capabilities and tools.
2. Coordinate JIDO support for the JIDO Operational Requirements and Assessment Board (JORAB), Operations Update, counter and defeat improvised threats Senior Integration Group (C-SIG), and other JIDO Battle Rhythm events as required.

The contractor shall contribute to JIDO efforts to provide Counter-Threat communications with external organizations. The contractor shall produce, coordinate, and submit (for JIDO approval) executive-level correspondence, reports, presentations, congressional correspondence, reports, and administrative requirements to articulate consistent messages from JIDO leadership. The contractor shall provide briefing support to the JIDO Director synchronized to DoD, JIDO, and Engagement Team Messaging.

The contractor shall perform the following support to tradeshow and seminars to include, but not limited to the following:

1. Monitor local, National, and International tradeshow and seminars of potential interest to JIDO. Maintain a calendar of all events. The contractor shall track and maintain information on counter and defeat improvised threats-related trade shows and seminars. The contractor shall perform monthly updates of events and recommendations for attendance by JIDO personnel.
2. Draft briefings and speeches for JIDO personnel as required when attending trade shows and seminars.
3. Coordinate JIDO personnel attendance and participation (e.g., travel, housing, clearances, technical support, and sidebar meetings).

4. Attend and participate in trade shows and seminars. The contractor shall prepare After Action/Trip Report after each event.
5. Coordinate all participation in tradeshow and seminars with JIDO and OSD Public Affairs Offices (PAOs).

The contractor shall provide communications support to include, but not limited to the following:

1. Produce, coordinate, and distribute unclassified and classified documents.
2. Edit and produce final copy of formal correspondence, correspondence summaries, briefings, reports and a wide variety of other analytical, process flow, financial spreadsheets, narratives, tabular and statistical documents.
3. Review documents for official signature, coordination or concurrence, for accuracy and completeness, conformance with style, format, or procedural requirements and guidelines.
4. Establish and maintain office files and databases, including electronic data files architecture consistent with industry standard file storage/structure methodologies.

C.4.10.3 SUBTASK 10.3 – PROVIDE JOINT VISITORS BUREAU SUPPORT

The contractor shall provide JIDO Joint Visitors Bureau support to include, but not limited to the following:

1. Prepare and maintain visitor information on the JIDO Engagement Calendar including visitor, purpose of visit, dates and times, key supporting JIDO or JIDO Headquarter (HQ) personnel, and lead JIDO action officer. The contractor shall be prepared to provide a daily stand-up briefing to JIDO leadership and/or administrative support staff visitor status and weekly calendar updates.
2. Draft decision packages for Government approval of potential visitors.
3. Ensure visit requests and clearances are processed in a timely fashion.
4. Ensure parking, special needs, and other logistics are arranged and provided.
5. Prepare scripts for JIDO leadership and other supporting personnel.
6. For each visit, prepare After Action Reports including summary of visit, significant points or take-aways, action items, and lessons learned.

C.4.11 TASK 11 – PROVIDE OPERATIONS SUPPORT TO JIDO J3

Desired Outcomes: Operations support to JIDO J3 meet the following requirements:

1. Enable, focus, and coordinate all operational activities to draft the joint common operational picture of the worldwide counter improvised threat fight to inform JIDO decision making and to enable Combatant Command support.
2. Support the definition and development of counter improvised threat strategy, materiel and non-materiel requirements, and initiatives.
3. Provides operations expertise in C-IED in order to assist in the ability to prevent the force from being reactive to emerging improvised threats or assist in disrupting them.
4. Performance measures that are meaningful, accurate, and timely indications of JIDO's performance and JIDO efficiency and effectiveness continues to improve over the life of

the TO.

As the nature of JIDO's work is to combat a rapidly changing threat, the J3 require support to maintain situational awareness of global threat events, trends and the full range of JIDO, Coalition, and Interagency counter improvised threat activities; synchronize initial JIDO counter improvised threat (including IED and C-IED) information and analysis; drive implementation and execution of JIDO processes in order to provide timely and accurate information to JIDO decision makers thereby ensuring accomplishment of JIDO priorities and in turn, provide rapid response to the warfighter in the counter improvised threat fight. Since JIDO's mission is to combat a rapidly changing threat, the J3 has a similar challenge to be agile, flexible, and ready, while maximizing the impact of information to assess and respond to internal demands and external inquiries. Worldwide operations are driving JIDO J3 to pursue a more capable execution framework to accomplish the following:

1. Draft and implement an operating model to enable the J3 to continue to evolve as an asset in the counter improvised threat fight and be responsive to multiple stakeholders within, and external to, the JIDO organization;
2. Draft Plans of Actions and Milestones (POAMs) to assist in the implementation and execution of strategic initiatives across JIDO; and
3. Draft and refine a future focused capability to rapidly identify and integrate emerging information and technologies as enablers of JIDO's counter improvised threat mission.

The contractor shall assist JIDO in providing operations support services to the JIDO J3 Operations Division for the following Subtasks.

C.4.11.1 SUBTASK 11.1 – PROVIDE JIDO WIDE OPERATIONS SUPPORT

The contractor shall assist the JIDO Operations Division by coordinating, facilitating, and leading studies, assessments, research, and other such actions. This support may require the participation of multiple JIDO divisions. The contractor shall conduct direct coordination with agencies to ensure that all members deploying from JIDO are prepared for their assigned mission. The contractor shall coordinate and provide a full spectrum of logistics and administrative support to JIDO personnel to assist them in carrying out the mission. The contractor shall provide JIDO-wide operations support to include, but not limited to the following:

1. Support JIDO operations integration, including collecting and integrating information and preparing Situation Reports (SITREPs), coordinating and deconflicting JIDO-sponsored events, and maintaining the JIDO Operations Portal.
2. Perform engineering, technical, and analytical services in the form of advice, assistance, training, or administrative support to the Operations Division;
3. Assist the Operations Division by coordinating JIDO support for the JIDO Operational Requirements Advisory Board (JORAB), Operations Update, Counter Islamic State of Iraq and the Levant-Senior Integration Group (ISIL-SIG), Operations Support Meetings, Operation Inherent Resolve (OIR) Synch, JACC, Operations, Intelligence Update and other JIDO Battle Rhythm events as required.
4. Provide operational and technical expertise to assist the Operations Division in defining

- capability gaps and evaluating solutions to fill the gaps.
5. Perform risk assessments of JIDO operations, including the identification of risk areas, assessment of risk factors, identification of resources necessary to reduce risk, identification and analysis of alternative actions available, identification of the most promising alternatives, and planning for risk reduction implementation.
 6. Support Staff Action Control Officers (SACOs) by monitoring action trackers, and other action tracking systems. The contractor shall distribute and track JIDO's action items to appropriate program and departmental elements.
 7. Facilitate the flow of classified and unclassified correspondence.
 8. Assist JIDO in conducting direct coordination with agencies to ensure that all members deploying from JIDO are prepared to conduct their assigned mission.
 9. Assist the Operations Division in reviewing, screening, controlling, maintaining records, and coordinating responses on incoming correspondence.
 10. Provide assistance in preparing interagency meeting or conferences and setting up teleconferences and videoconferences.
 11. Perform writing, editorial and layout services, graphic design, high-resolution scanning, and all other steps necessary to provide digital "camera ready" output for brochures or other publications.
 12. Perform a full spectrum of administrative and manpower support of all assigned and attached personnel within J3 in order to enable the mission.
 13. Provide support in processing Freedom of Information Act (FOIA) requests.
 14. Provide support in responding to Inspector General (IG) reports.
 15. Perform legislative analysis, tracking and administrative support to facilitate the JIDO's programmatic activities.
 16. Review and edit transcripts, prepare various briefing materials and books, and develop reports and analytical tools to include side-by-side comparisons and summary documents.
 17. Provide support for the management and oversight of all matters relating to JIDO internal training support, both live and electronic, to include recordkeeping of all internal training matters within JIDO HQ and satellite offices.
 18. Coordinate, validate, and collect point of certificates and training materials for deploying members of the JIDO organization.

C.4.11.2 SUBTASK 11.2 - SUPPORT JIDO PLANNING AND THE DEVELOPMENT OF PLANS

The contractor shall work in close coordination with the Operations Division and higher HQ (e.g., JIDO HQ, Office of the Secretary of Defense (OSD)) to draft and implement plans to further strategic aims. The contractor shall assist in the operational planning, initiative development, unit engagements and support planning, interagency planning, policy, and strategic development. The contractor shall assist in the coordination of internal JIDO planning requirements, planning with JIDO, and planning with external agencies as required.

The contractor shall support JIDO by coordinating engagement with external audiences including DoD, inter-agency, industry, and academic partners, providing processes for and inputs to policy development and strategic planning, assessing performance employing measures of effectiveness,

and coordinating staff tasks involving multiple divisions.

The contractor shall coordinate initial counter improvised threat mission analysis and planning in order to provide timely and accurate improvised threat/counter improvised threat information to JIDO leadership, ensuring actions are transferred to, and coordinated with, appropriate JIDO entities for action.

The contractor shall provide CONUS and OCONUS counter improvised threat mission analysis and planning support. This support includes coordinating and synchronizing staff support to CONUS and OCONUS CCMD Integrators and their Teams.

The contractor shall provide continuity between the J5 Plans and J3 Operations by assisting with the production of Operation Orders (OPORDs), Fragmentary Orders (FRAGOs), and Warning Orders (WARNOs) based on both the functional and the contingency planning developed by the J5. The contractor shall collect, collate, analyze, and assimilate information received from the J5; modify future plans based on the current situation; and draft the appropriate orders for J3 approval and publication. The contractor shall conduct initial mission analysis and planning for short notice JIDO requirements by ensuring integration of JIDO staff, driving critical planning actions through orders publication, and providing recommendations to JIDO leadership.

The contractor shall initiate Joint Planning Teams (JPTs) as identified in response to urgent demands, taskings, or sudden unexpected operational changes.

The contractor shall identify issues that impact future operations and consequential courses of action, and advise J3, senior JIDO leadership, and other entities as necessary. The contractor shall support Crisis Action Teams (CATs) as directed in response to urgent demands, taskings, or sudden unexpected operational changes.

The contractor shall support the strategic planning efforts of the JIDO and Operations Division to include, but not limited to the following:

1. Provide input and coordination for the JIDO strategic planning.
2. Maintain and update, as needed the JIDO missions included in the JIDO Operational Functions Guide (JOFG) with responsibilities broken down by each JIDO division.
Update the JIDO Organization and Function Guide as required.
3. Coordinate and synchronize J3 input to JIDO strategic documents and processes to include the Annual Operations Order and Execution Plan. The contractor shall support the deliberate planning efforts of the JIDO and Operations Division to include, but not limited to the following:
 1. Participate in weekly Operational Planning Teams (OPT) with representatives from each division to facilitate Military Decision Making Process (MDMP) planning.
 2. Draft operations plans in response to, in coordination with, and in support of JIDO HQ, Secretary of Defense (SECDEF), OSD, Unified Combatant Commands (UCCs), Allied and Coalition commands, and other Government organizations.

The contractor shall support the contingency planning efforts of the JIDO and Operations Division to include, but not limited to the following:

1. Draft contingency plans in response to evolving world and national events.
2. Collect, process, and analyze data and information in support of JIDO management systems, including analyses of quantitative and qualitative survey data
3. Assist JIDO with infrastructure contingency planning for Continuity of Operations Plan (COOP).
4. Update and sustain JIDO COOP documents and plans.

C.4.11.3 SUBTASK 11.3 - ASSIST IN PREPARATION OF JIDO OPERATIONS ORDERS

The contractor shall assist the JIDO Operations Division in researching, preparing, coordinating, and issuing JIDO Warning Orders (WARNOs) (if appropriate) and annual Operations Orders (OPORDs). OPORDs shall be in the standard format consisting of the following five sections: Situation, Mission, Execution, Administration and Logistics, and Command and Signal. The contractor shall assist in the preparation of Fragmentary Orders (FRAGOs) to describe exactly how the situation and/or mission has been changed and what must be done to make up for the change. The contractor shall draft and analyze Courses of Action (COAs) and provide recommendations with rationale to the TPOC.

C.4.11.4 SUBTASK 11.4 – SUPPORT CURRENT AND FUTURE OPERATIONS

The contractor shall assist the Operations Division in focusing and coordinating all operational activities to assist JIDO in developing the joint common operational picture of the worldwide IED fight to inform JIDO decision making and to enable theater support. The contractor shall support the definition and development of counter and defeat improvised threats requirements, strategy, and initiatives.

The contractor shall assist JIDO by providing the following current operations support to include, but not limited to the following:

1. Synchronize JIDO operations by sustaining awareness of the improvised threat and improvised threats, trends, and all counter-threat capabilities, gaps, efforts, and JIDO activities.
2. Coordinate and maintain the JIDO counter and defeat improvised threats Common Operating Picture (COP) in order to enable further resource decision recommendations to supported CCMDs.
3. Provide a common platform to share JIDO activities, and fused intelligence information and analysis for the implementation and execution of JIDO priorities.
4. Maintain awareness of JIDO activities and internal materiel and non-materiel efforts across JIDO directorates, operating arms, and staff elements.
5. Maintain awareness of JIDO engagement activities.
6. Conduct initial mission analysis as required and coordinate staff actions in support of JIDO mission areas, processes, and emerging operations.
7. Distribute the COP through established IT infrastructure and other distribution methods to JIDO stakeholders. Coordinate information requirements from internal and external organizations to facilitate relevancy of JIDO programs and initiatives.
8. Ensure dissemination of operational feedback, informal assessments, potential counter and

- defeat improvised threats, requirements, input, and After Action Reports (AAR) from deployed units.
9. Support units and battle staffs, in coordination with JIDO leadership preparing for and conducting operations in improvised threat areas.
 10. Evaluate, integrate, analyze, and interpret information in conjunction with other JIDO elements.
 11. Conduct initial mission analysis and planning for short notice JIDO requirements by ensuring integration of JIDO staff, driving critical planning actions through orders publication, and providing recommendations to JIDO leadership.
 12. Initiate Joint Planning Teams (IPTs) as directed in response to urgent demands, taskings, or sudden unexpected operational changes.

The contractor shall assist JIDO by providing the following future operations support to include, but not limited to the following:

1. Coordinate initial counter and defeat improvised threats mission analysis and planning in order to provide timely and accurate improvised threat/counter and defeat improvised threats information to JIDO leadership. The contractor shall ensure actions are transferred to, and coordinated with, appropriate JIDO entities for action.
2. Assist JIDO in the Military Decision Making Process and subsequent plans
3. Provide continuity between the operations and strategic planner entities of JIDO by producing WARNOs, OPORDs, and FRAGOs based on both the functional and the contingency planning developed by the J5.
4. Collect, collate, analyze, and assimilate information received from the J5.
5. Modify the future plan based on the current situation and draft the appropriate orders for JIDO publication.
6. Conduct initial mission analysis and planning for short notice JIDO requirements by ensuring integration of JIDO staff, driving critical planning actions through orders publication, and providing recommendations to JIDO leadership.
7. Initiate Joint Planning Teams (IJPTs) as directed in response to urgent demands, taskings, or sudden unexpected operational changes.
8. Identify issues that impact future operations and recommend consequential courses of action, advising J3, senior JIDO leadership, and other entities as necessary.
9. Update and sustain J3 COOP documents and plans.
10. Coordinate and synchronize J3 input to JIDO strategic documents and processes to include the Annual Operations Order and Execution Plan.
11. Update the JIDO Organization and Function Guide as required.
12. Support the Crisis Action Teams (CATs) as directed in response to urgent demands, taskings, or sudden unexpected operational changes.
13. Produce the monthly Global C-IED Situational Awareness (GCSA) report (**See Section F.3, Deliverable 34**).
14. Support the Global C-IED Action Review (GCAR). The GCAR normally occurs on a monthly basis.

C.4.11.5 SUBTASK 11.5 - PROVIDE SUPPORT FOR JIDO DEPLOYED OPERATIONS

The contractor shall provide centralized deployment management support for all deploying and deployed JIDO personnel, including military, civilian, and contractors. The contractor shall provide support for JIDO deployed operations to include, but not limited to the following:

1. Support the preparation of FRAGOs to execute the mission.
2. Support the management, tracking, and reporting of deploying and redeploying JIDO personnel in coordination with JIDO Field Teams.
3. Support the management of embedding of JIDO personnel with units preparing for combat deployments.
4. Maintain an existing database of deployment needs and fulfillment that includes deployment projections at least six months into the future. The database shall have increasing levels of detail as deployment dates get closer. The contractor shall provide database updates as personnel movements occur. The database shall include at a minimum the following:
 - a. Deployment dates, locations, personnel by name;
 - b. Billets by location and deployed unit supported.
5. Maintain an existing training embed database for all deploying unit training events that includes projections at least eight months in the future. The database shall have increasing levels of detail as exercise dates get closer. The database shall be updated weekly and shall include as a minimum exercise dates, locations, units, and personnel by name.
6. Ensure pre-deployment activities are planned and progressing on track, including the following:
 - a. Submission of Theater Clearance Requests (TCR);
 - b. All training is identified, scheduled, and completed;
 - c. Medical and fitness requirements of the CCMDs are satisfied;
 - d. Lines of Accounting (LOA) are prepared and approved;
 - e. Transportation, logistics, housing, and billeting is arranged;
 - f. International agreements are met (e.g. TESA, Status of Forces);
 - g. Issue of Government Furnished Property and Information (GFP an GFI); and,
 - h. Provide weekly deployments overview brief at new comer's course.
7. Ensure deployment and re-deployment activities are planned and progressing on track, including the following:
 - a. Deployed personnel continue to meet the needs of the supported commands;
 - b. Re-deployment actions are completed to support the needs of the requesting unit;
 - c. Evacuation activities are carried out efficiently and effectively.
8. Ensure post-deployment activities are planned and progressing on track, including the following:
 - a. After Action Reports completed;
 - b. Government Furnished Property and Information (GFP and GFI) is returned.
9. Provide and maintain a Lessons Learned Log of completed deployment actions (e.g., checklist) including responsible organization, target completion, actual completion, and cause of delays. The contractor shall catalog delays, track metrics and trends and recommend corrective actions.

C.4.11.6 SUBTASK 11.6 - ASSIST IN THE DEVELOPMENT AND MONITORING OF JIDO PERFORMANCE MEASURES

The contractor shall assist JIDO in providing support in the drafting of measures of performance and measures of effectiveness for the JIDO Operations Division. The development of measures of performance shall enable effective assessment, management, and improvement of JIDO mission performance. The JIDO Operations Division has the lead in developing agency measures of performance for reporting to Congress and higher HQ (e.g. JIDO HQ and the OSD). The contractor shall provide access to JIDO measures data and utilize automation whenever possible and feasible. The contractor shall generate performance measure reports and recommendations, as well as conduct organizational climate surveys and prepare reports and recommendations (**see Section F.3, Deliverable 35**).

The contractor shall assist JIDO in developing a comprehensive Mission Essential Task List (METL) and associated subtasks across all Directorates. The contractor shall engage Defense Readiness Reporting System (DRRS) reporting Directorates to refine supporting tasks and draft metrics to assess those tasks. The contractor shall facilitate timely and accurate reporting of assessment based METL and provides a quality control of monthly reports (**See Section F.3, Deliverable 36**).

C.4.12 TASK 12 – PROVIDE SYSTEMS ENGINEERING AND TECHNICAL ASSISTANCE TO J6

Desired Outcomes: J6 decision makers benefit from impartial and expert advice provided without organizational conflict of interest (OCI).

JIDO J6 is the IT engineering arm of the JIDO. J6 performs system engineering and architecture development, develops and maintains software applications and web-based portals; discovers, evaluates and integrates new technologies; performs information assurance to defend and protect vital JIDO IT infrastructure; builds and maintains analytical tools and modeling and simulations capabilities; performs system integration and testing; provides tool training; and performs command and control network architectural design and engineering. The contractor shall provide technical advice to JIDO J6 in the implementation of material and non-materiel solutions that can enable defeat of the human enemy networks used to employ improvised threats including support to quality control of intelligence analysis. The contractor shall provide a range of technical program management functions in accordance and consistent with the DODI 5000.2 and associated policies.

The contractor shall review, analyze and evaluate documentation for new material and non-material solutions, including performance-based Integrated Logistics Support (ILS) considerations, to be considered by JIDO internal governance processes including the Requirements Review Board (RRB) and the Configuration Control Board (CCB). In addition, the contractor shall validate that program documentation complies with the Joint Capabilities Integration and Development System (JCIDS) described in CJCSI 3170.01 and Operation of the Defense Acquisition System described in DODI 5000.02, as appropriate. The contractor shall provide strategic and long range planning assistance to the JIDO J6 to include the following:

1. Information Technology (IT) Planning & Implementation

2. IT Capital Planning
3. Cost Modeling
4. Economic/Business Case Analysis (BCA)/Return on Investment (ROI)
5. IT Strategic Planning Program Assessment and Studies
6. Program Performance Metrics and Management

C.4.12.1 SUBTASK 12.1 – PROVIDE INFORMATION TECHNOLOGY (J6) PROGRAM SUPPORT

The contractor shall assist JIDO J6 in the acquisition and implementation of material and non-material solutions that can enable defeat of the human enemy networks used to employ improvised threats. The contractor shall assist the JIDO J6 to deliver needed capabilities within schedule and budget constraints. The contractor shall provide IT-related program support to J6 to include, but not limited to the following:

1. Program Support Team Leader (PSTL) support for the J6 leadership command and control cell. This support includes working in close coordination with J6 leadership and personnel; synchronizing and coordinating efforts of SACOs and engagement planners; providing coordination and liaison with other contractors assigned to JIDO to facilitate decisions by JIDO leadership; organizing and de-conflicting meetings and action responses; assisting in strategic, tactical, and operational planning for J6 and JIDO.
2. J6 specific technical advice to assist the Government in the evaluation of services (see FAR Subpart 9.505-3), and protecting source selection and proprietary information (see FAR 2.101 and 3.104). The contractor shall participate in reviews and evaluation of operational activities that support J6.
3. Analyze adherence to established integrated program management schedules for operational activities that support J6.
4. Independent assessment and analysis of potential solutions to fill capability needs, and review operational/contingency plans.
5. Technical analysis, program management tools, decision support tools and training and education materials on these tools, to analyze requirements to support technical customer systems engineering and analysis support.
6. Participate and contribute in technical working group and interchange meetings, program management reviews, and requirements review meetings.

C.4.12.2 SUBTASK 12.2 – PROVIDE CONFIGURATION MANAGEMENT SERVICES

The contractor shall provide configuration management services to include, but not limited to the following:

1. Support configuration identification by maintaining a database that documents all software and hardware (Remedy, Excel, Sharepoint, SCCM) in use by JIDO.
2. Facilitate meetings that allow Government personnel to decide when and if new software and hardware releases are to be implemented at JIDO and in JIDO applications implemented at other locations.

3. Perform status accounting by recording and reporting the status of all JIDO related software and hardware. Status accounting shall include record of purchase, number of licenses, when licenses must be updated, projected costs when updated, number of licenses implemented, and where those licenses have been implemented.
4. Facilitate communications with all software and hardware stakeholders to ensure software and hardware actions efficiently and effectively enhance the JIDO's overall goals.
5. Ensure all significant software and hardware defect are tracked and documented.
6. Support the JIDO's mission to ensure implemented software and hardware does not violate existing contracts or vendor agreements.
7. Perform revision management for all electronic documents, (briefings, reports, worksheets, charts, draft forms, QA review summaries).

C.4.12.3 SUBTASK 12.3 – PROVIDE CYBER SECURITY SUPPORT SERVICES

JIDO's Cyber security includes the management and independent oversight of J6 cybersecurity projects and activities under DoD Instruction 8500.1, DoD Instruction 8510.01 and the Risk Management Framework (RMF).

The contractor shall provide services to support JIDO's cyber security, to include, but not limited to the following:

1. Perform cybersecurity support to the JIDO Authorizing Official (AO) and Security Controls Assessor (SCA).
2. Perform technical support and reporting to JIDO AO and the authorization decision process.
3. Assist the SCA by providing back-up support. The contractor shall assist the SCA with reviewing security controls compliance and capture in JIDO's instance of the Enterprise Mission Assurance Support Service (eMASS).
4. Review compliance and completion of cybersecurity remediation actions and Plan of Action and Milestones (POA&M) entries.
5. Perform monitoring, support and report to JIDO continuous monitoring methods, risk management activities, and risk reporting activities.
6. Support JIDO's Information Systems Security Manager (ISSM) by reviewing change requests, outage requests, cybersecurity policies, and other security-related activities as required.
7. Policy and technical support to JIDO cybersecurity and enterprise IT officials.
8. Support JIDO J6 leadership to ensure that cybersecurity activities are appropriately integrated into IT system lifecycles and the path from development to production.

The contractor shall assist in the management of ongoing mission-critical JIDO Cyber Security projects through the entire project management life cycle to include, but not limited to the following:

1. Drafting plans and schedules
2. Estimating resource requirements
3. Defining milestones and deliverables

4. Monitoring activities
5. Evaluating and reporting on accomplishments to senior DoD leadership.

C.4.12.4 SUBTASK 12.4 – PROVIDE J6 TECHNICAL SUPPORT

The contractor shall assist the JIDO TPOC by providing technical expertise and analysis to assess whether products and services contracted through other contracts are delivered in accordance with specifications, requirements, cost, and schedule. The contractor shall technically monitor and provide independent assessments of the following activities that will be incorporated by the JIDO into the decision-making process. The contractor shall assist the TPOC in reviewing, monitoring and assessing the progress of enterprise and mission IT to include, but not limited to the following:

1. Task cost, schedule, and performance management
2. Metrics measurements, trends, analysis, consequences, and recommendations
3. Earned Value Management (EVM)
4. Status Reporting
5. Risk Management
6. Performance Benchmarking/Performance Measurements.
7. Review J6 related technical inputs in related contractor MSRs and Expenditure Reports.
8. Assist the Government in tracking Service Level Agreement (SLA) compliance for J6 related activities.
9. Assist the Government in drafting and recommending revisions to SLAs Agreements for J6 related activities, ensuring performance measures, metrics, incentives and deterrents are continually adjusted to meet evolving J6 requirements to ensure continually align with mission requirements
10. Support J6 budget planning activities and acquisition of hardware, software, services, telecommunications, and other IT support by identifying mission and financial requirements.

The contractor shall provide Technical Reports documenting the technical results of their findings (see **Section F.3, Deliverable 10**).

C.4.12.5 SUBTASK 12.5 – PROVIDE TECHNICAL AND ANALYTICAL SUPPORT SERVICES

The contractor shall provide JIDO wide technical and analytical support services that will enable effective and efficient mission performance. The contractor shall provide technical and analytical support services to include, but not limited to the following:

1. Engineering and technical services in the form of advice, assistance, training, or administrative/technical support of training and programs for J6 operations. This includes tracking and coordinating J6 technical and operational engagements and interchanges at JIDO and JIDO locations; accomplishing and tracking staff actions assigned through task management systems (e.g., JIDO Action Tracker); and assisting J6 leadership in assuring technical solutions are in accordance with operation and fragmentary orders (OPORDs and FRAGORDs).

2. Risk assessments of JIDO operations, including the identification of risk areas, assessment of risk factors, identification of resources necessary to reduce risk, identification and analysis of alternative actions available, identification of the most promising alternatives, and planning for risk reduction implementation.
3. Assist in the development and preparation of planning, programming, and budgeting documents. The contractor shall prepare funding estimates and schedules to support JIDO fiscal planning and programming activities. The contractor shall provide support by evaluating and planning for current and future operations including strategic planning activities.
4. Contribute to technical working group and interchange meetings, program management reviews, and requirements review meetings.

The contractor shall provide Technical Reports (see **Section F.3, Deliverable 10**) documenting the technical results.

C.4.13 TASK 13 – PROVIDE ACQUISITION AND PROGRAM MANAGEMENT SUPPORT TO J8

Desired Outcomes: Acquisition and program management support the meets the following requirements:

1. Fully coordinated and synchronized J8 enterprise.
2. Effective development and coordination of responses to J8 requests for Requests for Information (RFI).
3. Response to J8 responsible RFIs prior to the established due date.
4. Coordinated budget information is available for Government decision makers.
5. JIDO processes and governance is effective and JIDO maintains the ability to rapidly make acquisition decisions within JIDO and DoD authorities.

JIDO material solution development is organized into matrixed teams based around specific problem sets. Each team is led by a Government program integrator with members from across the JIDO J8, J6, J7, J2 and other J-staff as required. Each team may include, but is not limited to individuals that perform the following functions in support of the team's development efforts: System integration, requirements, test and evaluation (T&E), scientific analysis, budget tracking, and operations. These teams are assessed on effective development of solutions that get delivered to the warfighter within two years.

The contractor shall assist JIDO in the management of a rapid and agile threat-based acquisition program with the ability to anticipate and understand gaps then identify and deliver rapid solutions. The contractor shall assist JIDO to initiate, accelerate, draft, and deliver urgent (between zero and two years) counter-improvised threat solutions as requested by the CCMDs. The intent is to immediately act on CCMD urgent needs to counter disruptive technologies within a two year timeframe by accelerating experimental development --'concept-to-prototype.' This enables a warm start on addressing critical emerging requirements, between two and five years, and influences counter-threat capabilities development efforts in the greater than five year range through coordination with Service Science and Technology organizations, Defense Advanced Research Projects Agency (DARPA), National Labs, Academia, Partner Nations, and Industry. Specifically, the contractor shall provide the following in support of JIDO J8:

1. Fiscal Resources Support
2. Technology Outreach Support
3. Business Operations Support
4. Rapid Acquisition Assessment Framework Development and Maintenance
5. Governance Oversight, Analysis and Review Services Support
6. Policy, Process & Procedure Development Support
7. Rapid Acquisition Process Improvement Support and Policy updates (**see Section F.3, Deliverable 38**)
8. Strategic Advisory Support
9. Program Management Support
10. Technical Support
11. Technical and Analytical Support.

C.4.13.1 SUBTASK 13.1 – PROVIDE FISCAL RESOURCES SUPPORT TO J8

The contractor shall assist J8 manage internal and external budgetary planning and execution activities and compliance with periodic reporting requirements; adapt and apply applicable financial and business processes and procedures; monitor outside financial resources. Prepare and monitor program related financial documentation and participate in technical and administrative reviews. Prepare, coordinate, and brief presentations, through the accurate and timely collection, organization, maintenance and analysis of cost, performance and schedule related data. Maintain continuous awareness of cost and budget information on all assigned projects and initiatives. Review preparation of program related documentation. Prepare, coordinate, and brief budget related information to organizational, DoD or Congressional leadership and stakeholders.

C.4.13.2 SUBTASK 13.2 – PROVIDE TECHNOLOGY OUTREACH SUPPORT

The contractor shall assist the J8 supporting outreach events that are technology and capability focused in order to rapidly identify potential counter and defeat improvised threat solutions. J8 Technology outreach support includes proactively engaging Government, academic and industry developers and researchers to enhance focus on counter and defeat improvised threat related research and development, identify emerging opportunities, provide access to relevant data and analyses, and facilitate transition. The contractor shall draft and advance partnerships through technology scouting and other actions with Other Government Agencies (OGA), industry, DoD elements, and the greater science and technology (S&T) community to seek available, developing, and future counter and defeat improvised threat capabilities enablers for funding and future operational employment. The contractor shall also assist in the development of new industry relationships and the management of entrepreneurial venture-backed investment strategies. The contractor shall perform the following activities to include, but not limited to the following:

1. Plan, coordinate, and execute Division, Directorate and JIDO level technology related outreach engagements such as office calls and vendor discussions, technology exchanges and conferences, speaking engagements, and interactions with non-traditional developers, academia, laboratories and think tanks.
2. Track and forecast outreach engagements and coordinate outcomes for potential

- technology investment options.
3. Maintain and update Technology Outreach Contacts list and R&D outreach 101 presentations.
 4. Support conference planning, including: set date, plan and coordinate calendars; work with protocol to establish venue; coordinate agenda, establish briefers and coordinate briefing materials; coordinate with security; and, execute event along with protocol and security.
 5. Coordinate technology outreach activities with appropriate JIDO stakeholders, including Senior Leadership, Director's Strategy Group and support staff, and J code leadership.
 6. Assist and advance partnerships through technology scouting and other actions with OGA, industry, DoD elements, and the greater S&T community to seek available, developing, and future counter and defeat improvised threat capabilities enablers for funding and future operational employment.
 7. Maintain a database of emerging technologies related to the improvised threat priorities of JIDO and DoD.
 8. Identify and conduct meetings and engagements with technology partners across numerous domains to include, DoD, Interagency, Academia, Industry and International partners.

C.4.13.3 SUBTASK 13.3 – PROVIDE BUSINESS OPERATIONS SUPPORT

The contractor shall provide a broad range of business operations support to J8 to include, but not limited to the following:

1. Track and coordinate taskers and suspense dates from leadership and requests for information (RFIs) from internal/external sources; includes producing deliverables within identified suspense dates.
2. Draft responses to requests for information by coordinating across J8 and JIDO to provide a fully coordinated answer within a set response time.
3. Communicate on a regular and frequent basis across JIDO to ensure clarity of taskers and management of expectations.
4. Update leadership on status of taskings and deliverables.
5. Set up and coordinate meetings and VTCs.
6. Conduct literature and reference material searches; organization, management and archiving of computer based files; database entry/manipulation, search and maintenance; reference library maintenance; preparation, typing and accuracy/completeness of letters, memoranda and technical documentation such as working/meeting notes, and monthly progress reports; track preparation and processing of deliverables; assist in the preparation of briefings, presentations, and spreadsheets; and the collection, organization, maintenance and low level analysis of cost, performance, and schedule related data.
7. Review preparation of program related documentation.
8. Draft briefing materials for organizational, DOD or Congressional leadership.

C.4.13.4 SUBTASK 13.4 – ASSIST DEVELOPMENT AND MAINTENANCE OF RAPID ACQUISITION ASSESSMENT FRAMEWORK

The contractor shall assist in the development and maintenance of rapid acquisition assessment

framework to include, but not limited to the following:

1. Update and improve JIDO's assessment framework and supporting tools to align with rapid acquisition process and further meet the needs of JIDO as directed by the Government.
2. Generate and maintain C-IED Initiative data to develop systemic analysis reports for JIDO Leadership to provide portfolio level views for decision-making and reporting.
3. Capture trends and lessons learned to improve the rapid acquisition process and support assessment framework and tools usage and understanding.
4. Enhance the assessment framework and tools to incorporate routine reporting related to systemic analysis.
5. Propose to implement a Government approved strategic change framework to guide leadership through the visioning, organizational engagement and sustainment of any changes associated with the usage of JIDO's assessment framework and tools (e.g., JIDO Assessment Methodology (JAM), Interactive JCAAMP Guide (IJG), Rapid Acquisition Lessons Learned (RALL).
6. Regularly track usage by user, role, and initiative to capture information and provide leadership with metrics and analytic reports to track progress and improve the JIDO assessment methodology and tool usage.
7. Draft case studies and training to provide JIDO's assessment framework users with relevant learning materials to increase and improve usage.

C.4.13.5 SUBTASK 13.5 – PROVIDE GOVERNANCE OVERSIGHT, ANALYSIS, AND REVIEW SUPPORT

The contractor shall support JIDO's governance oversight, analysis, and review to include, but not limited to the following:

1. Coordinate all Oversight Boards and Senior Resource Steering Group (SRSB) actions with internal and external stakeholders for material and non-material C-IED initiatives.
2. Perform trend analysis of the disposition of C-IED initiatives and continuous interaction with the Services and coordination with DoD portfolio managers related to the oversight of C-IED initiatives.
3. Perform analysis of the health of initiatives and their current status in JCAA MP. Prepare and maintain the Transfer, Transition, and Termination or Continuation (T3C) process and associated documentation.
4. Perform analysis of T3C status to JIDO leadership.
5. Coordinate with internal and external stakeholders in performing analysis on status of initiatives once they have been transitioned or transferred from JIDO.
6. Support preparation of responses to DoD, Inspector General (DoDIG).
7. Government Accountability Office (GAO) or Congressional inquiries as required.

C.4.13.6 SUBTASK 13.6 – PROVIDE POLICY, PROCESS, & PROCEDURE DEVELOPMENT ASSISTANCE

The contractor shall provide policy, process and procedure development assistance to J8 to include, but not limited to the following:

1. Draft policies that align to process and procedure improvements of JIDO's core business architecture.
2. Incorporate updated policies in to Department of Defense Directive 2000.19E and other JIDO directives, SOPS, instructions and procedures.
3. Align JIDO acquisition management policies with DoD framing documents.
4. Communicate policy changes for the JIDO J8 Leadership workforce.
5. Execute continuous process improvement efforts focused on effective decision making and risk management of processes.
6. Support the development of responses to DoD, DoDIG, Government Accountability Office (GAO) or Congressional inquiries as required.

C.4.13.7 SUBTASK 13.7 – ASSIST IN RAPID ACQUISITION PROCESS IMPROVEMENT

The contractor shall assist J8 in rapid acquisition process improvement to include, but not limited to the following:

1. Propose enhancements and maintain the concepts, process and procedures associated with JIDO's rapid acquisition process, focused on rapidly acquiring C-IED solutions.
2. Prepare updates to the rapid acquisition process in response to changes in organizational structure and mission, operational and emerging needs, constraints due to regulations and funding availability, and other changes linked to JIDO and external processes.
3. Participate and coordinate in process adoption activities including, but not limited to, the preparation of road shows, brown bag presentations, desk-side training, and communications and other change management materials.
4. Draft practices and curriculum for users, from introductory through advanced, of the rapid acquisition process, including updating the Interactive JIEDDO Capability Approval and Acquisition Management Process (JCAAMP) Guide.
5. Manage and maintain an enhanced the web-based JAM with periodic maintenance releases and also evaluate the opportunity to link with other JIDO IT systems.
6. Troubleshoot technical problems and provide on-site user support as required.
7. Apply patches and required updates to maintain in JAM with good certification and accreditation standing.

C.4.13.8 SUBTASK 13.8 – PROVIDE STRATEGIC ADVISORY SUPPORT

The contractor shall provide strategic advisory support to include, but not limited to the following:

1. Provide strategic advisory support to JIDO Leadership and stakeholders in support of JIDO initiative readiness and process optimization.
2. Maintain the reporting and analysis outputs of the JIDO assessment framework and tools while improving the framework to meet the evolving requirements of the rapid acquisition process.
3. Coordinate with JIDO Leadership and stakeholders to prepare for the future evolution of the IED threat and plan for updates to the rapid acquisition process and JIDO assessment framework and tools accordingly.
4. Work with the JIDO J8 Leadership to present JIDO's rapid acquisition process and

- assessment framework and tools to internal and external JIDO stakeholders.
5. Provide helpdesk and strategic communications support to inform JIDO stakeholders of updates regarding rapid acquisition and the JIDO assessment framework and tools.

C.4.13.9 SUBTASK 13.9 - PROVIDE J8 PROGRAM MANAGEMENT SUPPORT

The contractor shall assist JIDO J8 in the acquisition and implementation of material and non-material solutions that can enable defeat of the human enemy networks used to employ improvised threats including IEDs. The contractor shall assist the JIDO J8 T&E Leadership to deliver needed capabilities within schedule and budget constraints. The contractor shall provide the following J8 program management support to include, but not limited to the following:

1. Act as the contractor program support team leader for the J8 T&E leadership command and control cell. This includes working in close coordination with J8 leadership and staff; synchronizing and coordinating efforts of staff action control officers (SACOs) and engagement planners; providing coordination and liaison with other contractors assigned to JIDO to facilitate decisions by JIDO leadership; organizing and de-conflicting meetings and action responses; assist in strategic, tactical, and operational planning for J8 and JIDO.
2. Provide program management support to JIDO J8 T&E Government leadership.
3. Provide technical advice for evaluation services (see FAR Subpart 9.505-3), and protect source selection and proprietary information (see FAR 2.101 and 3.104).
4. Analyze adherence to established integrated program management schedules for operational activities that support J8 T&E Government leadership.
5. Participate in reviews and evaluation of operational activities that support J8 T&E Leadership.
6. Provide independent assessment and analysis of potential solutions to fill capability needs, and review operational/contingency plans.
7. Provide technical analysis, program management tools, decision support tools and training and education materials on these tools, to analyze requirements to support technical customer systems engineering and analysis support.
8. Contribute to technical working group and interchange meetings, program management reviews, and requirements review meetings.
9. Provide full range of project management activities including executive briefings, monthly status reports, quality risk, and configuration management for result-oriented project management.
10. Draft ad-hoc presentation materials to support JIDO Leadership briefings to communicate status risks, issues, and change requests.

C.4.13.10 SUBTASK 13.10 - PROVIDE J8 TECHNICAL SUPPORT

The contractor shall provide technical subject matter expertise and analysis to assist the Government in assessing whether products and services contracted through other contract vehicles are delivered in accordance with specifications, requirements, cost, and schedule. The contractor shall assist the Government in performing technical independent assessments of the following activities that will be incorporated by the JIDO into the decision-making process:

1. Task cost, schedule, and performance analysis.

2. Metrics measurements, trends, analysis, consequences, and recommendations
3. Earned Value Management (EVM).
4. Status reporting.
5. Risk Management.
6. Performance benchmarking/Performance measurements.
7. Review monthly status reports and financial reporting from J8 T&E Portfolio Management Support contracts.
8. Provide technical support to J8 award-fee boards and assist the Government with tracking performance and SLA compliance of J8 support contracts.
9. Draft and propose revisions to SLAs for J8 T&E Portfolio Management Support contracts, ensure contractor performance measures, metrics, incentives and deterrents are continually adjusted to satisfy evolving J8 T&E Portfolio Management Support contract requirements.
10. Review and recommend technical updates to requirements where needed to ensure that performance of J8 T&E Portfolio Management Support contracts continually align with mission requirements.
11. Identify J8 T&E Portfolio Management Support contracts mission and financial requirements and provide support to budget planning activities and acquisition T&E related support equipment.

C.4.13.11 SUBTASK 13.11 - PROVIDE TECHNICAL AND ANALYTICAL SUPPORT SERVICES

The contractor shall provide agency-wide technical and analytical support services that will enable effective and efficient mission performance to include, but not limited to the following:

1. Engineering and technical services in the form of advice, assistance, training, or administrative/technical support of training and programs for J8 operations. This includes tracking and coordinating J8 technical and operational engagements and interchanges at JIDO and JIDO locations; accomplishing and tracking staff actions assigned through task management systems (e.g., JIDO Action Tracker); and assisting J8 leadership in assuring technical solutions are in accordance with operation and fragmentary orders (OPORDs and FRAGORDs).
2. Risk assessments of JIDO operations, including the identification of risk areas, assessment of risk factors, identification of resources necessary to reduce risk, identification and analysis of alternative actions available, identification of the most promising alternatives, and planning for risk reduction implementation.
3. Assist in the development and preparation of planning, programming, and budgeting documents. Prepare funding estimates and schedules to support JIDO fiscal planning and programming activities. Support evaluation and planning for current and future operations including strategic planning activities.
4. Contribute to technical working group and interchange meetings, program management reviews, and requirements review meetings.

C.4.14 TASK 14 - PROVIDE MISSION-BASED RESEARCH AND ANALYTICAL ASSISTANCE

Desired Outcomes: Mission-oriented measures of effectiveness are established, maintained, and

used to improve the efficiency and operational effectiveness of JIDO's operations/ intelligence integration support to the warfighter in countering improvised threats, including IEDs.

The contractor shall provide the following mission, operations, and intelligence support to JIDO J2 and shall provide technical reports and briefings as required.

C.4.14.1 SUBTASK 14.1 - PROVIDE OPERATIONS/INTELLIGENCE FUSION SUPPORT

The contractor shall provide operations/intelligence fusion support to JIDO J2 in the execution of OPOORDs and FRAGORDs. Specifically, the contractor shall:

1. Assist in organizing Comprehensive Look Teams (CLTs) and other analytical support assets to conduct effective Requests for Support (RFS) processes to support CCMD forces.
2. Support the coordination of rotational personnel to the Operations Division for theater deployments and for commitments to pre-deployment training and exercise support of follow-on forces.
3. Conduct "deep dive" analytical efforts in support of CCMD Named Areas of Interest (NAIs) and other requirements.
4. Provide intelligence support to JIDO's Threat Working Groups, JCAAMP processes, Capability Gap Reviews, and the Executive Committee (EXCOM).
5. Assist in communicating tactical, operational and threat information to satisfy intelligence-based requests for information internal and external to JIDO.
6. Support the integration of Coalition LNOs in J2.

C.4.14.1.1 ASSIST J2 WITH OPERATIONS/INTELLIGENCE FUSION

The contractor shall perform the following task to assist the J2 Operations/ Intelligence Fusion:

1. Conduct and maintain analytical support keyed to Warfighter operational requirements and timelines.
2. Identify and maintain a global operational and intelligence picture of violent extremist networks and conduct analysis to produce multi-layered, multi-intelligence fused products within the Latest Time of Value.
3. Identify enemy critical vulnerabilities to enable prioritized investment decisions;
4. Provide threat assessments and intelligence support.
5. Communicate the tactical, operational, and strategic threat to satisfy intelligence requests for information.
6. Identify, advise, assess, and collaborate on solutions to DoD and wider US Government gaps pertaining to counter and defeat improvised threat intelligence collection strategies and requirements, exploitation, analysis, and dissemination.

C.4.14.1.2 PROVIDE LIAISON SUPPORT TO OPEN SOURCE ANALYSIS AUGMENTATION CELL (OSAAC) AND STRATEGIC INTERPLAY EXPLORATION (SIE) OPERATIONS

The contractor shall provide independent analysis, advice, and recommendations to JIDO concerning the research and capture of open source information and the ability to harvest the best thinking and innovations from leading industry and academic experts from the United States, its allies, and coalition partners to provide insights into the likely effects for the counter and defeat improvised threat fight.

The contractor shall provide independent analysis, advice, and recommendations to JIDO concerning Red Teaming and Wargaming studies and analyses that provide insights into the likely effects for the counter and defeat improvised threat fight. Red Teaming and Wargaming are described as follows:

1. Red Teaming: Provides and maintains an in-depth tactical threat emulation capability for JIDO's area of operations and areas of interest. Uses threat emulation and other re teaming analytic methodologies to provide enemy perspectives and possible enemy courses of action in support of deployed forces planning efforts and JIDO analytic efforts.
2. Wargaming: Provides analyses and develops models to provide a standing, on-demand wargaming capability to enhance counter and defeat improvised threat strategy development. Uses threat scenario and modeling and simulation resources to assess future operations in the context of friendly and enemy courses of action, concepts of operations, tactics, techniques and procedures, and emerging technologies.

C.4.14.1.3 PROVIDE SUPPORT TO FOREIGN DISCLOSURE OFFICERS (FDOS)

The contractor shall assist JIDO FDOs with analysis, advice, and recommendations concerning the release of sensitive information to Allied and Coalition partners. This includes researching U.S. and DOD policy, recommending alternative policies for development, and preparing policy documents for Government review and approval. It also includes providing advice and counsel on disclosure of specific information.

C.4.14.1.4 PROVIDE SUPPORT TO LIAISON OFFICERS (LNOS)

The contractor shall assist JIDO in the execution of plans to facilitate information sharing with Coalition partners assigned to JIDO and assist Coalition LNOs with JIDO-funded TDY orders as necessary.

C.4.14.1.5 PROVIDE PLANNING AND COORDINATION SUPPORT TO THE FIVE EYES (FVEYS) WORKING GROUP

The contractor shall assist the FVEYS Working Group by performing the following tasks:

1. Provide recommendations to senior staff on how to improve working group processes, organizational efficiencies, and communications.
2. Provide planning, direction, coordination, and execution support for allied AtN analytical efforts.
3. Provide meeting facilitation, issue resolution, consensus building for AtN program priorities, and management support for AtN analytical efforts.
4. Identify, assess, and propose solutions and resolution strategies when issues arise.

5. Coordinate analytical status, product development, and prioritization plans with all JIDO HQ divisions as well as Interagency and Intelligence Community representatives. The Government anticipates 26 to 32 FVEYS AtN coordination VTCs or meetings annually
6. Provide coordination support for allied AtN group work; manage group priorities; and track and maintain an electronic log of group tasks, deliverables and progress; produce reports and briefings on working group activities as required.
7. Draft and maintain a working group agenda which represents the AtN group discussion topics.
8. Draft and maintain an electronic work space on an appropriate network which will serve as an information exchange and collaborative intelligence production database and portal.

C.4.14.1.6 PROVIDE LONG RANGE STRATEGIC PLANNING SUPPORT

The contractor shall perform the following activities in support of JIDO long range strategic planning:

1. Draft and interpret high level operational and organizational performance requirements.
2. Support the development and monitoring of JIDO mission performance measures.
3. Perform concept and feasibility studies, conduct cost/benefit and should cost analyses for new initiatives, and analyze program effectiveness and efficiency.
4. Manage, maintain, and organize the Mission Support Division's data resources including performance and integrity of the organization's databases.
5. Support the FEDSIM COR and JIDO TPOC for the Mission Support Services Contract.
6. Facilitate the development of tenant shared services agreements and budgets for common services that contribute to each tenant's mission.
7. Conduct Studies and Analyses

C.4.14.2 SUBTASK 14.2 – PROVIDE PERFORMANCE IMPROVEMENT SUPPORT SERVICES

The contractor shall support JIDO in long range strategic planning including the recommendation and interpretation of high level operational and organizational performance requirements. The contractor shall perform concept and feasibility studies, conduct cost/benefit and should-cost analyses for new initiatives, and analyze program effectiveness and efficiency.

C.4.14.3 SUBTASK 14.3 - PROVIDE ON-DEMAND RESEARCH AND ANALYSIS SUPPORT

The contractor shall provide specialized expertise in JIDO operational, management, scientific, and technical issues to provide analytical products to address individual requests for support. The specific requirements will be documented in individual Letters of Instruction from the TPOC, including the format for delivery of the analytical product. The time for delivery of each request will be as mutually agreed. The contractor shall provide subject matter expertise as requested by the TPOC to assist JIDO in operational and tactical threat emulation, enemy tactics, techniques and procedures, simulation techniques, and emerging technologies as they relate to providing insight into the likely effects of the counter and defeat improvised threat fight.

C.4.15 TASK 15 – PROVIDE JIDO WIDE PROCESS IMPROVEMENT SUPPORT

Desired Outcomes: JIDO wide process improvements meet the following requirements:

1. JIDO successfully transitions to another Combat Support Agency (CSA) by meeting all of the Full Operational Capability (FOC) criteria established in the JIDO Implementation Plan.
2. JIDO's efficiency and effectiveness demonstrate measured improvements through application of a Continuous Process Improvement program.

As this TO is awarded, JIDO will have completed IOC and will be in the process of achieving FOC as an organization transitioning to a CSA. JIDO was the integration of three distinct organizational units: The Joint Center of Excellence (JCoE), JIDO Headquarters, and the Counter-IED Operations/Intelligence Integration Center (COIC). The transition to a CSA is focused on increasing effectiveness and efficiency of the DoD's efforts to counter and defeat improvised threats. As identified by the TPOC, the contractor shall assist transition efforts in support of JIDO J1 through J9, Headquarter elements, and JIDO leadership to include, but not limited to the following:

1. Assist JIDO leadership in implementing and documenting a value-added process improvement and organizational transition. Support the documenting, implementation, and management of overarching organization timelines, and internal planning team timelines.
2. Apply process improvement tools to include operational and strategic planning techniques and methodologies to carry out approved improvement projects and efforts.
3. Advise JIDO personnel on the utilization of process improvement tools, techniques, and methodologies to carry out process identification and process improvements.
4. Facilitate project meetings and process improvement events, including one-on-one staff assistance sessions with individual Action Officers (AOs), brainstorming sessions, rapid improvement events, and full-scale planning and improvement initiatives. Conduct review ("hot wash") of each activity with the TPOC. The contractor shall document the meetings and events and the outcomes.
5. Collect and analyze data to draft action plans that clearly identify objectives and associated actions with timelines for JIDO transition.
6. Conduct JIDO-wide inquiries, such as customer satisfaction surveys, as identified by the Government.
7. Provide change management and strategic communications support as necessary.
8. Facilitate after action reviews and feedback sessions to ensure desired outcomes (results) are achieved or are on track for all process improvement efforts. Identify and document the results of transition efforts being conducted throughout JIDO based on identified quality issues, waste and inefficiency, control weaknesses, and mission risk.
9. Report on the status of transition process improvement project and initiatives and training events. The contractor shall utilize a project tracking database and dashboard.
10. Define performance metrics for post-project implementation. The performance metrics shall track the degree of success of the transition project and document the effectiveness and efficiency of the improved processes. Once defined, the contractor shall assist in

establishing approaches for tracking and comparing lower level performance metrics to strategic level effectiveness metrics.

11. Conduct benchmarking initiatives that will identify potential relevant public and private sector best practices to support JIDO transition efforts. The contractor shall identify and review the recommended benchmark initiatives with the TPOC prior to implementation.
12. Create and deliver presentations and visual aids as required to support project reviews, facilitation sessions, staff assistance efforts, and training/mentoring activities and events.

C.4.16 TASK 16 – ADDITIONAL AS-NEEDED SUPPORT (OPTIONAL)

Desired Outcome: JIDO is able to provide additional CONUS and OCONUS as-needed support for Tasks 1 through 15 as required to support emergent mission requirements.

C.4.16.1 SUBTASK 16.1 - PROVIDE SUPPORT FOR EARLY TRANSITION

In the event that current legacy contracts supporting Tasks 11, 12, and 14 are required to migrate earlier than planned, it may be necessary for the contractor to transition these tasks earlier than the dates indicated in Section C.6.2.1 – Table 1. Therefore, in support of this task the contractor shall provide support for Tasks 11, 12, and 14 starting as early as the Project Start date and until the dates indicated for IOC and FOC in Section C.6.2.1.

When the need for the contractor to provide support for early task transition is identified, the Government will exercise this optional CLIN.

C.4.16.2 SUBTASK 16.2 – PROVIDE SUPPORT FOR UNPLANNED WORLD EVENTS

Unpredictable world events demand that JIDO have the capability to provide additional as-needed support in CONUS, OCONUS, and hazardous duty/combat zones anywhere in the world. The contractor shall provide specialized support as described in **Tasks 1 through 15** in any location in the world, including hazardous duty/combat zones. Additional support requirements are variable in length and may also require rotational deployments that may be either short-term (e.g. up to one month) or longer-term (e.g. 4-6 months). Support requirements and deliverables for the additional support are described in **Tasks 1 through 15** and are within the scope of this TO but require additional personnel to meet the requirement.

When the need for additional support is identified, the Government will exercise this optional support CLIN. Specific additional requirements shall be integrated into the PMP.